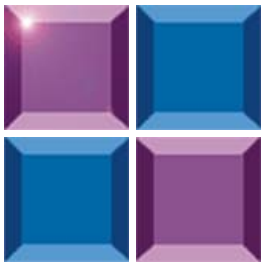
DATA PRO ACCOUNTING SOFTWARE, INC.

System Administrator

(Advanced Version of Infinity POWER)

Standard and Client/Server SQL
Part #100 & #695

User Manual



DATA PRO ACCOUNTING SOFTWARE, INC.

Advanced Accounting Software & Secure Internet Solutions

Version 7.3

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TABLE OF CONTENTS

Description	Page
CHAPTER 1 INTRODUCTION	*1-1*
ABOUT THIS MANUAL	**1-1**
INSTALLATION GUIDE	**1-2**
PROGRAM MANUAL	**1-2**
SYSTEM ADMINISTRATOR MENU OPTIONS	**1-3**
Run Crystal Reports	1-4
Start Up From Scratch	1-5
Start New Year's files	1-7
HELP	**1-9**
On-Line Manual (F1)	1-10
Register Product	1-10
Check for Updates	1-13
About	1-14
DATA FILE INDEX BUILDING UTILITY	**1-15**
CHAPTER 2 GENERAL CONCEPTS	*2-1*
MENU BARS	**2-1**
TOOL BARS	**2-1**
QUICK LAUNCH	**2-2**
POP-UP WINDOWS	**2-4**
Change System Date (F3)	2-5
Data Record Retrieval	2-5
INPUT SCREENS	**2-5**
Main Input Window	2-6
Detail Input Window	2-7
TITLE BAR	**2-7**
STATUS LINES	**2-8**
System Date	2-8
13 Period Processing	**2-9**
ON-LINE HELP and MANUALS	**2-14**
OPEN ARCHITECTURE/CLIENT SERVER	**2-14**
Multi-Platform Capabilities	2-15
USER COUNTS	**2-15**
CHAPTER 3 SPECIAL KEYS AND FUNCTIONS	*3-1*
KEYBOARD MODE KEYS	**3-1**
Field Editing Keys	3-1
Function Keys	3-3
F1 – On-line Manual	3-3
F2 – Input Help Key	3-3
F3 – Change System Date	3-4
To change the date:	3-4
F4 – Create or Change a Company	3-6
To Change a Company:	3-6
To Create a New Company:	3-6
F5 – On-Line Calculator	3-7
BACKUP AND RESTORE	**3-11**
COMBINATION KEYS	**3-12**
Login (Ctrl L)	3-12
Change Password (Ctrl P)	3-13
Output Options (Ctrl O)	3-13
INPUT SCREENS AND FIELDS	**3-15**

TABLE OF CONTENTS (continued)

Description	Page
Input Screens	3-15
Input Fields	3-16
REPORTS AND SEARCH ROUTINES	**3-18**
Masking	3-18
Report Periods	3-19
Change Report Output Device	3-19
Search Routines	3-19
PREPRINTED FORMS	**3-20**
CHAPTER 4 CONFIGURATION & INTERNATIONALIZATION	***4-1***
INPUT OPTIONS	**4-1**
Navigation Keys	**4-2**
Editing Keys	**4-3**
Other Keys	**4-4**
OUTPUT OPTIONS (XX0303)	**4-4**
Special Printing Considerations	4-8
To Change Printer Settings:	4-9
Display	4-10
To configure a different bitmap file:	4-10
To configure a scolling detail color:	4-11
GENERAL OPTIONS	**4-11**
SYSTEM PATHS (XX0302)	**4-13**
To Set the System Paths:	4-14
Module Paths (XX0310)	4-15
To Change Module Paths:	4-15
FISCAL PERIODS (XX0311)	**4-16**
Transaction Lockout Dates	4-19
MULTI-USER	**4-21**
MS DOS/UNIX (Retry Before Lock Out)	4-22
INTERNATIONALIZATION (XX0303)	**4-22**
Set Up Countries	4-23
Inquiry Mode	4-23
Add Mode (XX0312)	4-24
Change Mode (XX0313)	4-27
Delete Mode (XX0314)	4-27
Copy Mode (XX0315)	4-27
Set Up Currency Factors	4-28
Inquiry Mode	4-28
Add Mode (XX0316)	4-28
Change Mode (XX0317)	4-29
Delete Mode (XX0318)	4-29
Copy Mode (XX0319)	4-29
Import Currency Factors (XX0320)	4-29
Fixed Length ASCII Files	4-30
Variable Length ASCII Files	4-30
Comma Delimited *.PRN Files	4-30
File Import Modules Overview	4-31
CHAPTER 5 PRODUCTIVITY TOOLS	***5-1***
ADDRESS BOOK	**5-1**
Set Up Addresses (PT0600)	5-1
Inquiry Mode (PT0601)	5-2
Add Mode (PT0601)	5-2

TABLE OF CONTENTS (continued)

Description Page

Change Mode (PT0602) 5-3
Delete Mode (PT0603) 5-3
Copy Mode (PT0604) 5-3
Print Address Book List & Mailing Labels (PT0605) 5-4
Maintain Address Book File (PT0607) 5-6
Address Book File 5-6
Import Address Book File (PT0608) 5-7
Address Book File Format 5-8
Fixed Length ASCII Files 5-9
Variable Length ASCII Files 5-9
Comma Delimited *.PRN Files 5-9
APPOINTMENT CALENDAR 5-10
Set Up Appointments 5-10
Inquiry Mode (PT0700) 5-11
Add Mode (PT0701) 5-11
Change Mode (PT0702) 5-11
Delete Mode (PT0703) 5-11
Reschedule Mode (PT0704) 5-12
Print Appointment List (PT0705) 5-12
Remove Old Appointments (PT0706) 5-12
Maintain Appointment Calendar File (PT0708) 5-13
file maintenance 5-15
Maintain Data Files (PT0810) 5-15
UTILITIES DATA FILE CONVERSIONS (X0410) 5-16
Option 1 - Convert Data Pro File to Match Data Dictionary - *UTILITY ID = DPUCVFDD* 5-18
To Convert a Data Pro File To Match Data Dictionary: 5-19
Add User Definable Fields 5-20
To Allow Access to User Defined Fields: 5-20
Option 2 - Edit Utility for User-Defined Data Fields - UTILITY ID = DPUEDDD 5-21
To Edit a User-Defined Data Field: 5-22
Accessing User-Definable Fields 5-25
To Access User-Definable Fields: 5-25
Option 3 - Edit Utility for User-Defined Data Files - UTILITY ID = DPUFILE 5-26
To Define the Fields for User Files: 5-26
Option 4 - Edit Utility for User-Defined Indexes - UTILITY ID = DPUINDX 5-28
Option 5 - Utility to Re-Build Sales Tax Accumulators - UTILITY ID = DPUARTAX 5-31
Option 6 - Utility to Export Data Dictionary - UTILITY ID = DPUBLDD 5-31
Option 7 - Add/Change/Delete Custom Security Objects - UTILITY ID = DPUSSCO 5-32
Option 8 – Reformat PR Transaction Check Numbers - UTILITY ID = ... 5-32
Option 9 – Update Item Quantities and Costs - UTILITY ID = ... 5-33
CHAPTER 6 GLOSSARY OF TERMS 6-1
CHAPTER 7 APPENDIX 7-1
HARDWARE/SOFTWARE REQUIREMENTS 7-1
RAM Memory 7-1
Computer Hardware Requirements 7-2
Disk Space 7-2
Printers 7-2
Bar Code Equipment 7-2
Cash Drawer 7-2
WARNING/ERROR MESSAGES 7-2
ADDITIONAL SUPPORT SERVICES 7-7
INDEX 1

CHAPTER 1 INTRODUCTION

This chapter describes the basic format and presentation of the **Infinity POWER** user manuals and their structure. One **System Administrator** module must be purchased for the main installation regardless of how many other accounting modules are installed.

The **System Administrator** program is responsible for the installation of the **Infinity POWER** programs and all global functions found throughout the programs. This includes **"common"** features that may be found throughout all programs *(e.g., On-Line Calculator, Change System Date and Company, etc.).*

The **Installation Guide** is provided as a separate manual, although it is still an integral part of the **System Administrator** module. The **Installation Guide** covers all installation procedures and considerations for each particular hardware platform and operating system supported by the **Infinity POWER** product line.

When you purchase any specific **Infinity POWER** application such as General Ledger or Point of Sale, the **Program Manual** for that specific application will address only the functions and features of that particular application. Each program manual's documentation may be found context sensitive in each program or on **CD-ROM** where it may be viewed using a browser and printed to any HP LaserJet compatible printer.

The following pages outline what is covered in both the **System Administrator** and **Program Manuals**.

ABOUT THIS MANUAL

The following table describes the contents of the System Administrator manual:

Chapter 1 Introduction	Introduces the structure of the user manuals.
Chapter 2 General Concepts	Describes the general concepts behind many key features throughout the programs. This includes the use of windows, menu structures, the status lines, help screens and much more.
Chapter 3 Special Keys and Functions	Describes the use and implementation of the various keys on the keyboard. This includes the meanings of the standard function keys as well as special keys and their use within the accounting modules. It also includes a discussion of how input screens and fields are used throughout the system.
Chapter 4 Configuration and Internationalization	The primary documentation for all System Administrator menu options. These program features are accessed through the ***"Configuration"*** option located under the ***"File"*** option on the Main Menu Bar. These options include the discussion and set up of Module Paths, System Paths, Internationalization, Fiscal Periods, Input and Output Preferences and much more.
Chapter 5 Productivity Tools	Describes the various **Productivity Tools** available to you including the Address Book and Appointment Calendar.
Chapter 6 Glossary of Terms	Provides the user with a **Glossary of Terms** for commonly used terminology in both the accounting world as well as those used in association with computer systems.
Chapter 7 Appendix	Reference guide for hardware and memory requirements. It also provides a listing of warning/error messages.

INSTALLATION GUIDE

The **Installation Guide** is found in a section in the **Product Kit**. It is dedicated to unique installation procedures for loading the **Infinity POWER** programs onto the operating system version you have purchased. There are two sections of this **Installation Guide**, since the **Infinity POWER** products support many operating system platforms. Installation Guides are available for **Windows Graphical & Character-based** and **SCO UNIX/Linux** based systems. This version is for **Windows GUI** which runs on **Windows 2000/XP/2003**.

Whenever you add new programs or program updates to your system, this same **Installation Guide** will handle your future needs. It is very important that you take the time to read the **System Administrator** and **Installation Guide** manuals before proceeding to the **Program Manual(s)** and the set up of your **Infinity POWER** program(s). Much time and effort can be saved by thoroughly understanding all of the powerful features available to you throughout all programs.

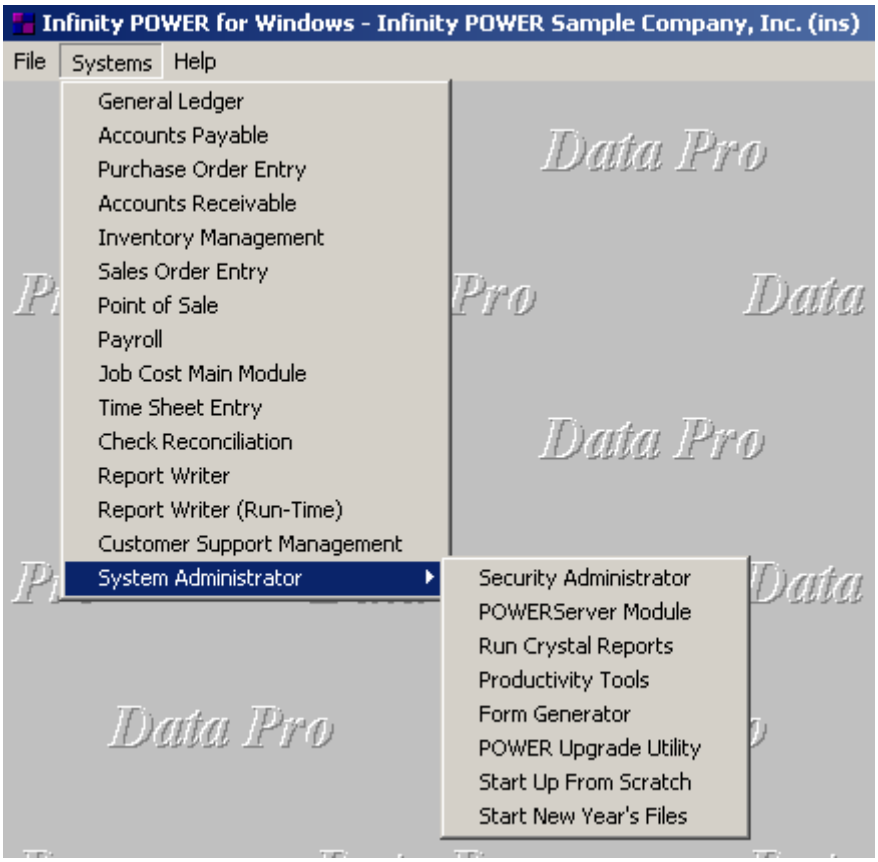
PROGRAM MANUAL

Each specific **Program Manual** is divided into four chapters. The following table describes each chapter in detail:

Chapter 1 Introduction	Provides you with a conceptual **Introduction** of the module. It will also give you an understanding of how the **Infinity POWER** products achieve this aspect of accounting. It will also outline any special features unique to a particular module, information on preprinted forms, a disk space worksheet, and which fields may be **"masked"** within that module. This chapter covers the **System Integration** of this particular module with other **Infinity POWER** modules in your total system, and gives you complete descriptions of all the data files used within this module. Integration with any other **Infinity POWER** module is purely optional and may be turned on or off at any time by the user. The only programs which require another **Infinity POWER** module are Purchase Order Entry *(requires Accounts Payable)*, Sales Order Entry *(requires Accounts Receivable)*, and Time Sheet Entry *(requires Payroll)*.
Chapter 2 Set Up and Maintenance	Describes the **Set Up and Maintenance** procedures required to begin, and maintain, the operation of your module. Each one of the setup options and configuration requirements of this process will be discussed in detail. The **Routine Maintenance** features that can be performed on the data files within this module are also covered. This would include any monthly and annual options such as ***"Start New Year's Files"*** or ***"Bring Balances Forward."***
Chapter 3 Enter Transactions	Describes the use and implementation of the various keys on the keyboard. This includes the meanings of the standard function keys as well as special keys and their use within the accounting modules. It also includes a discussion of how input screens and fields are used throughout the system.
Chapter 4 Print Reports	Explains the section **Print Reports** and includes a description and actual **Sample Reports** of each of the various reports available within this module. Standard features and masking techniques for the printing of reports will also be discussed in this section.

SYSTEM ADMINISTRATOR MENU OPTIONS

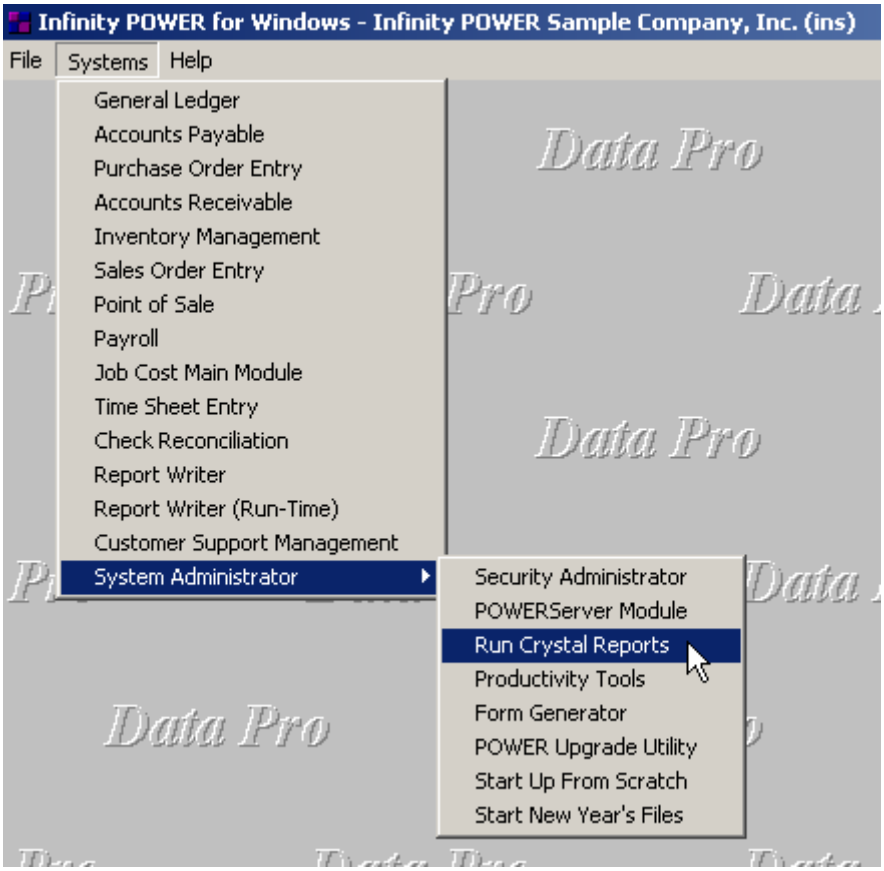
The System Administrator is an overhead program that is pervasive throughout the operation of all **Infinity POWER** applications. Built within this overhead application, though, are several specific menu choices and options. Many are covered in the subsequent chapters of this manual while several will be covered in the following pages. Once the **Infinity POWER** programs have been installed and loaded, the user may select **"Systems"** from the Menu Bar to find several of the major menu options of the **System Administrator** module. The following screen illustrates these choices:



The Security Administrator is specifically addressed in its own unique manual as is the **POWERServer**. The option to **"Run Crystal Reports"** is discussed in this section. The implementation of the **Productivity Tools** is covered at length in Chapter Five of the System Administrator manual. The **Form Generator** and **POWER Upgrade Utility** have their own unique manuals as well. These are all programs and features that are all included as a standard feature of the System Administrator product.

Run Crystal Reports

This option, **Run Crystal Reports,** will allow you to launch reports that were designed to work with the **Crystal Report Writer** program. You **must** have the **Crystal Report Writer** program installed and operational before this option will work.



Included in your installation are a number of reports that are in close proximity of those reports found in the **Infinity POWER** accounting modules. These reports will be found in a subdirectory called **"crystal"** directly under your **Infinity POWER** program directory.

These reports use the standard **Infinity POWER** sample data files **(INS)** and can be changed or modified at any time and do not affect the standard reports found in **Infinity POWER**. When selecting this option, a Windows Explorer window will appear, listing the **Crystal Reports** available. Double <click> on one of these reports and it will launch the **Crystal Report Writer** and open the report.

If you want to run these reports within your own company, go to Database, set the Location and change the data path and company to your own data path and company for each file used. For visual purposes you can go to Database, set Alias and change to your 3-digit company for each file used.

If you make changes to any of these reports, we suggest that you **"save"** them with a new name, otherwise the next time you install an upgrade these files will be overwritten with the new files supplied on the upgrade CD-Rom.

Start Up From Scratch

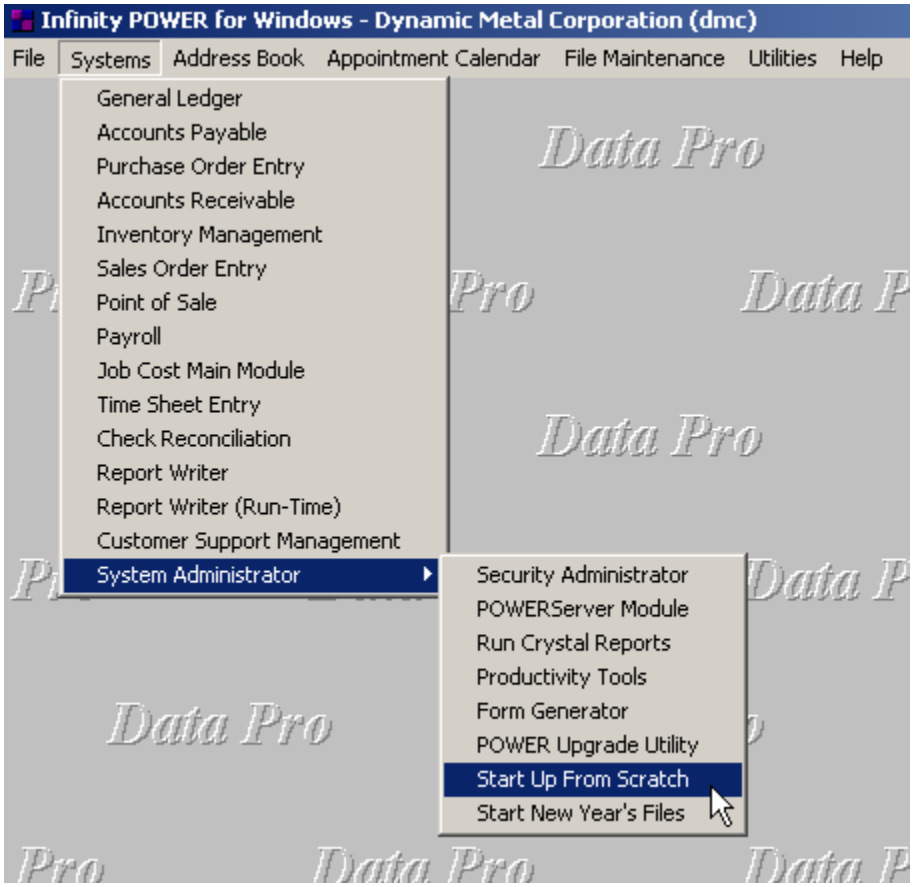
This option used to be located in each specific accounting module in prior versions of the products. Starting in Version 6.8, Data Pro moved this option to the System Administrator module for advanced management and simplicity of managing multiple modules at once.

Select the ***"Systems"*** option from the Menu Bar. Then, select the ***"System Administrator"*** option. Then, select the ***"Start up from Scratch"*** menu option as shown on the following screen.

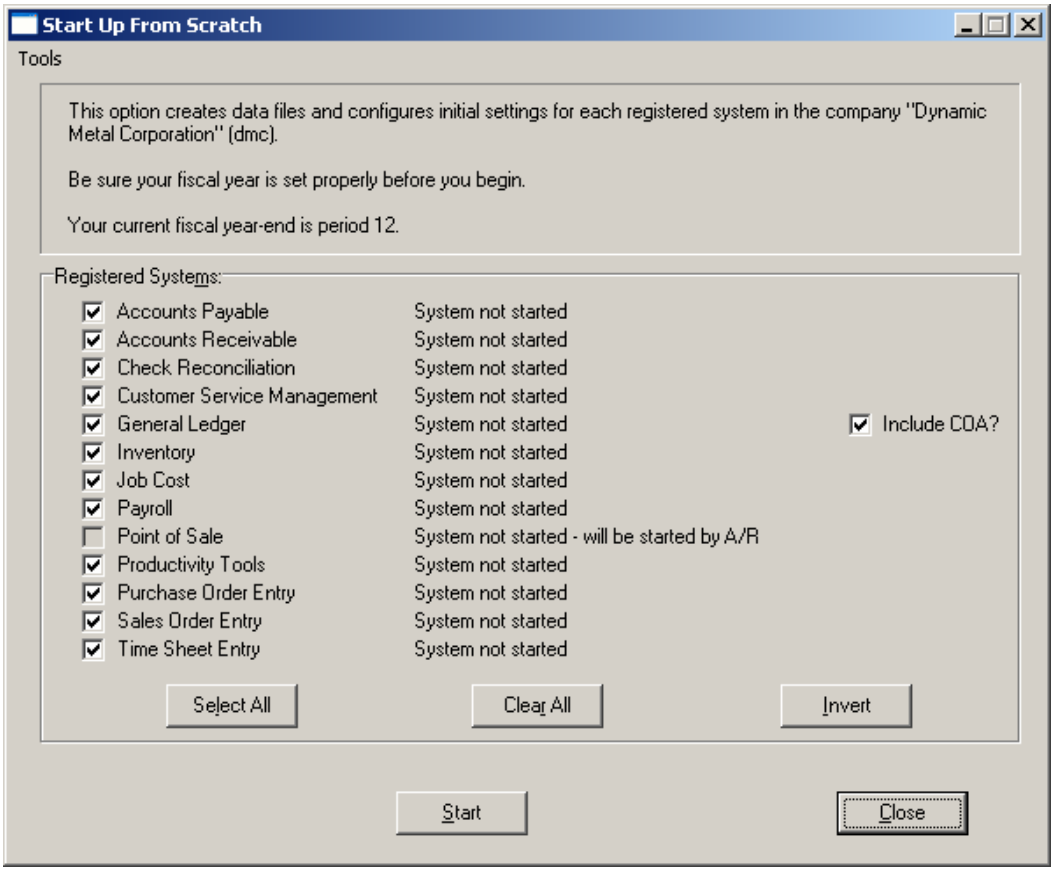
"Start Up From Scratch" is utilized to set up each module's data files for one company at a time. If you are going to process books for multiple companies, this step will be repeated for each company. This procedure is performed only once per company. Thereafter, your data files may be packed or re-indexed through each accounting module's option ***"Maintain Data Files."***

NOTE

The **COA** check box allows you the option to NOT include the default General Ledger Chart of Accounts. Uncheck the box to opt out of including the default General Ledger Chart of Accounts.



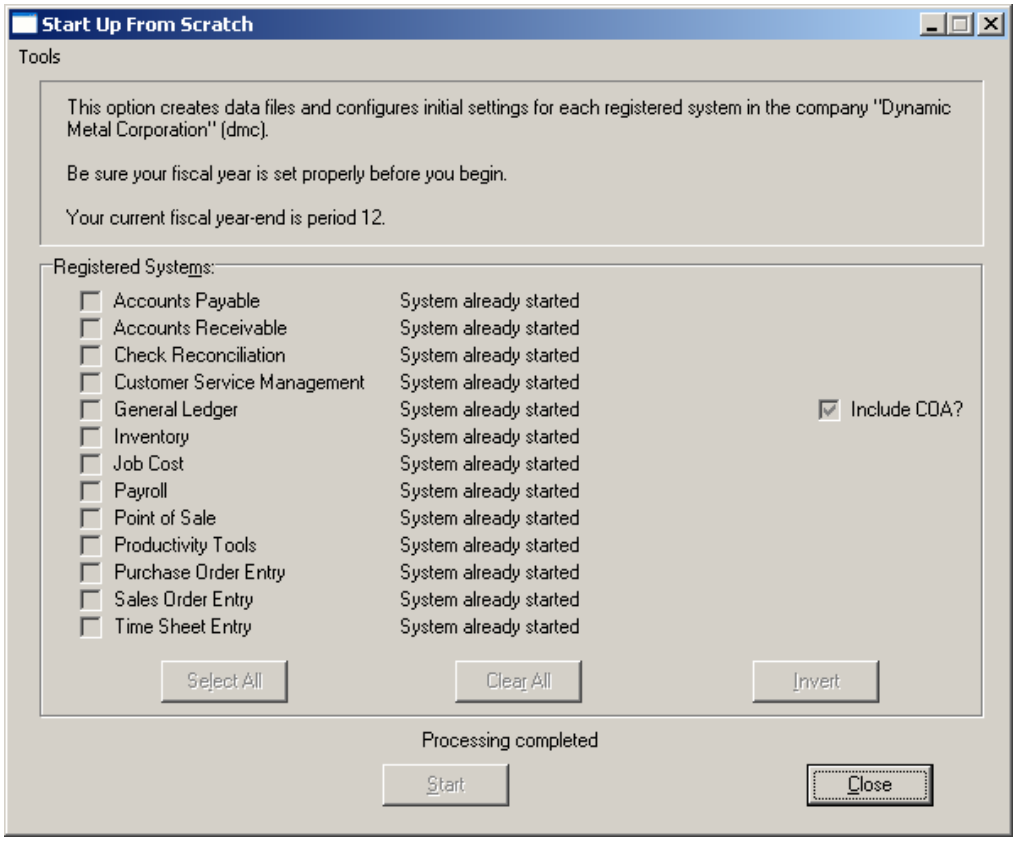
Once this option is selected, the following screen will appear showing a listing of all accounting modules that have been installed on your computer system.


Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Dynamic Metal Corporation" (dmc).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Check Reconciliation System not started
Customer Service Management System not started
General Ledger System not started
Include COA?
Inventory System not started
Job Cost System not started
Payroll System not started
Point of Sale System not started - will be started by A/R
Productivity Tools System not started
Purchase Order Entry System not started
Sales Order Entry System not started
Time Sheet Entry System not started
Select All
Clear All
Invert
Start
Close

This is an automated utility designed to simplify the process of creating all of the data files for each accounting module throughout the system. Users may choose to **"Select All"** accounting modules by clicking on this button which will check all modules and make them ready for processing. Otherwise, you may <click> on the **"Clear All"** button to undo your selections. The **"Invert"** button will reserve the order of all current selections.

Additionally, you may use your mouse to manually <click> on each module to <click> it on or off to be included in the startup process. Remember, modules such as Purchase Order require Accounts Payable to function. Sales Order Entry requires Accounts Receivable and Time Sheet Entry requires the Payroll data files. Point of Sale and Accounts Receivable share common files which is why it is so noted on the screen.

This step must be done for each company for which you intend to process data. To begin, <click> on the **"Start"** button. The following screen illustrates how the screen will change when the process is completed.


Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Dynamic Metal Corporation" (dmc).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System already started
Accounts Receivable System already started
Check Reconciliation System already started
Customer Service Management System already started
General Ledger System already started
Inventory System already started
Job Cost System already started
Payroll System already started
Point of Sale System already started
Productivity Tools System already started
Purchase Order Entry System already started
Sales Order Entry System already started
Time Sheet Entry System already started
Include COA?
Select All
Clear All
Invert
Processing completed
Start
Close

<Click> on the **"Close"** button when done and then return to **"Systems"** and select each specific accounting module to continue with the configuration functions to be described in each module's user manual.

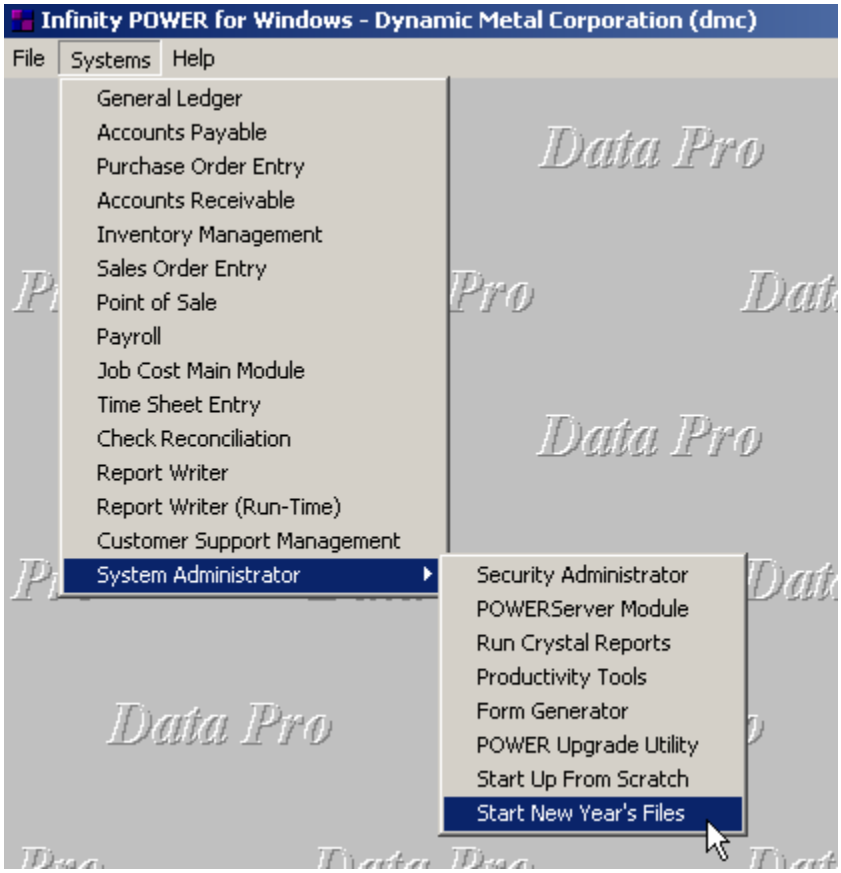
Start New Year's files

This option starts up each accounting module's data files for the new fiscal year. Before executing this option, you should make multiple copies of the old year's files for archival purposes.

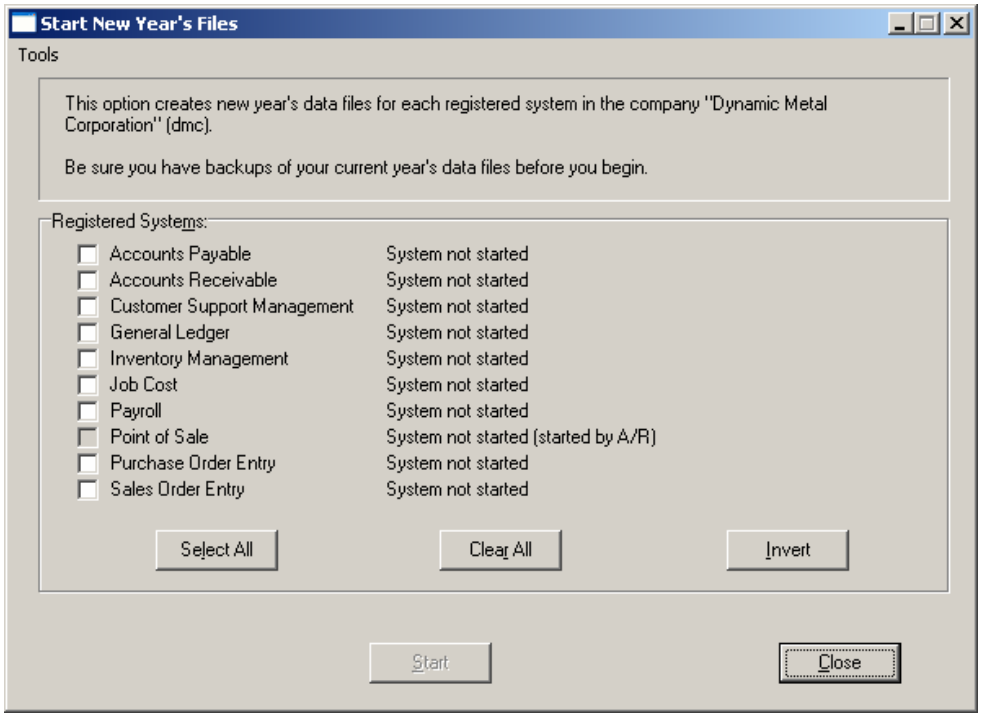
After you create the files for the new year, you may process in both years simultaneously. All transaction activity for each year will be tracked independently. You must be careful to make any overhead changes, such as changing a vendor's mailing address, to the most current year ***(or to both years).***

Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. Make sure that the current system date is set to the last day of the old year.

To select this option, you will go to **"Systems"** from the Menu Bar and select **"System Administrator."** The following screen illustrates where to locate this option.



Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. ***You must also be in the last fiscal period (month) of the year before you can execute this option***.


Start New Year's Files
Tools
This option creates new year's data files for each registered system in the company "Dynamic Metal Corporation" (dmc).
Be sure you have backups of your current year's data files before you begin.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Customer Support Management System not started
General Ledger System not started
Inventory Management System not started
Job Cost System not started
Payroll System not started
Point of Sale System not started (started by A/R)
Purchase Order Entry System not started
Sales Order Entry System not started
Select All
Clear All
Invert
Start
Close

If you are in any other period or month other than the last fiscal period of the year, the system will not allow the user to select any modules to **"Start New Year's Files."**

Therefore, if you are looking to create **2007** data files as the new year, the old year is **2006** and your date should be set to a day in the last fiscal period of **2006**. If you are prepared to begin data files for the new fiscal year, you may choose the **"Select All"** button which will highlight all Registered Systems. Or, you may choose the **"Clear All"** button to undo your choices. The **"Invert"** button reverses the choices currently selected on the screen.

You may also take your mouse and <click> on each accounting module one by one to specify which module(s) to select for this function. It is not uncommon for many users to be prepared to begin certain data files for the new fiscal year such as General Ledger and Accounts Payable while holding back on certain modules such as the Sales Order Entry module. This would allow users to continue processing orders in the prior fiscal year to allow additional sales to get on the books or to complete orders prior to starting the new order file for the new year. Once this file is started, only outstanding orders will be transferred to the new fiscal year.

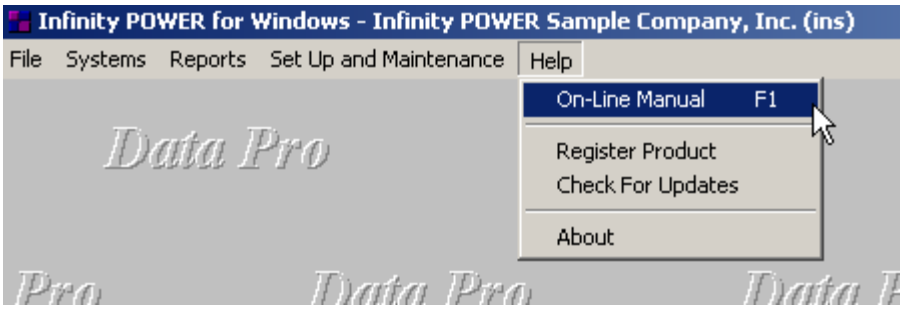
General Ledger, however, is one module whereby users may create new data files for the new fiscal year and continue to process in both the prior and new fiscal years and the same time. Once postings are made to the prior fiscal year, the option to **"Bring Balances Forward"** into the new year is run to bring all adjusted balances current.

Select the module(s) to Start New Year's Files for and <click> on the **"Start"** button. The program will create the new year's data files. The system will show a message next to each module stating **"System already started."** The bottom of the screen will show **"Processing Completed."**

<Click> on the **"Close"** button to return to the Menu Bar.

HELP

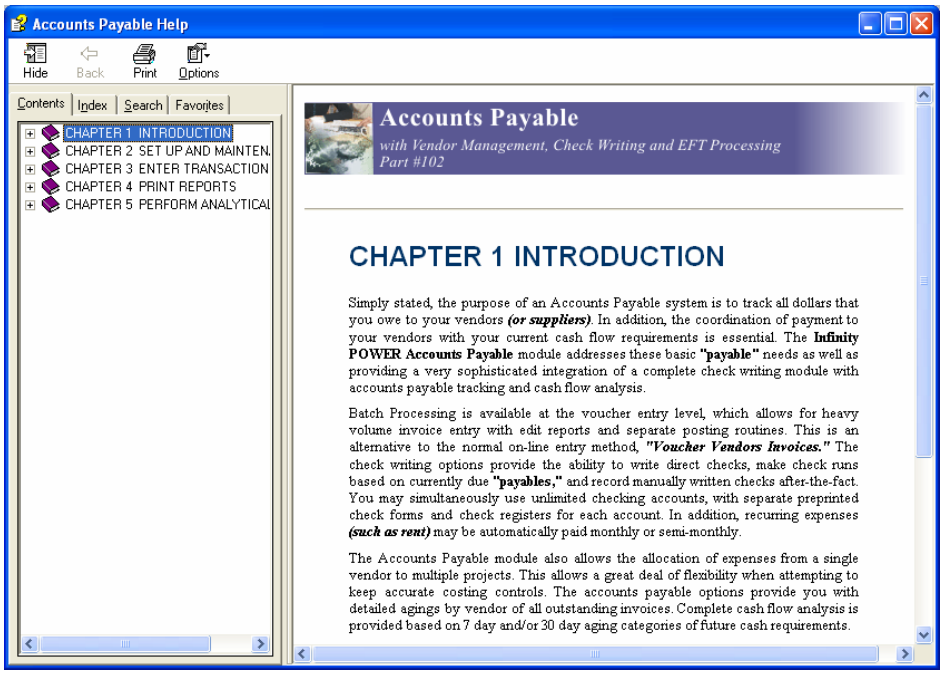
Part of the System Administrator provides access to the On-Line Manual System throughout all modules, the ability to Register your Products easily, Check for Updates, and to find out **"About"** your software. When you <click> on the **"Help"** choice from the Menu Bar, these choices are displayed as shown below.



On-Line Manual (F1)

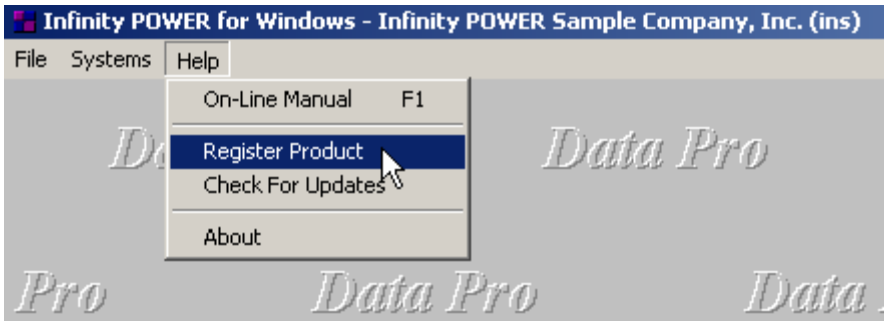
The **On-Line Manual** for any application may be accessed by simply pressing the **F1** key. Make sure that you have the specific accounting module loaded that you are looking for help from before you press the **F1** key. For instance, if you want help on General Ledger, make sure to load the General Ledger module first. You can tell this by looking at the bottom center of the screen to see if there is a **"GL"** displayed on the screen. If so, the program is loaded. If it says, **"AP"** you are in the Accounts Payable module.

The On-Line Manual will overlay your accounting screen and will appear similar to the following screen:

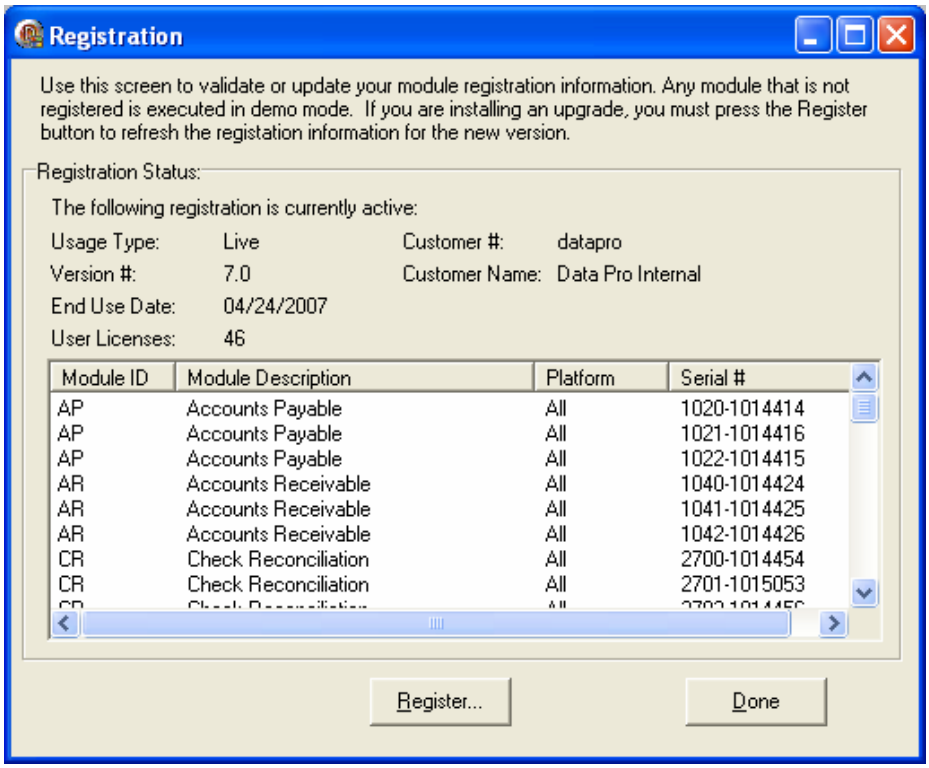

Accounts Payable Help
Hide
Back
Print
Options
Contents
Index
Search
Favorites
CHAPTER 1 INTRODUCTION
CHAPTER 2 SET UP AND MAINTEN.
CHAPTER 3 ENTER TRANSACTION
CHAPTER 4 PRINT REPORTS
CHAPTER 5 PERFORM ANALYTICAL
Accounts Payable
with Vendor Management, Check Writing and EFT Processing
Part #102
CHAPTER 1 INTRODUCTION
Simply stated, the purpose of an Accounts Payable system is to track all dollars that you owe to your vendors (or suppliers). In addition, the coordination of payment to your vendors with your current cash flow requirements is essential. The Infinity POWER Accounts Payable module addresses these basic "payable" needs as well as providing a very sophisticated integration of a complete check writing module with accounts payable tracking and cash flow analysis.
Batch Processing is available at the voucher entry level, which allows for heavy volume invoice entry with edit reports and separate posting routines. This is an alternative to the normal on-line entry method, "Voucher Vendors Invoices." The check writing options provide the ability to write direct checks, make check runs based on currently due "payables," and record manually written checks after-the-fact. You may simultaneously use unlimited checking accounts, with separate preprinted check forms and check registers for each account. In addition, recurring expenses (such as rent) may be automatically paid monthly or semi-monthly.
The Accounts Payable module also allows the allocation of expenses from a single vendor to multiple projects. This allows a great deal of flexibility when attempting to keep accurate costing controls. The accounts payable options provide you with detailed agings by vendor of all outstanding invoices. Complete cash flow analysis is provided based on 7 day and/or 30 day aging categories of future cash requirements.

Register Product

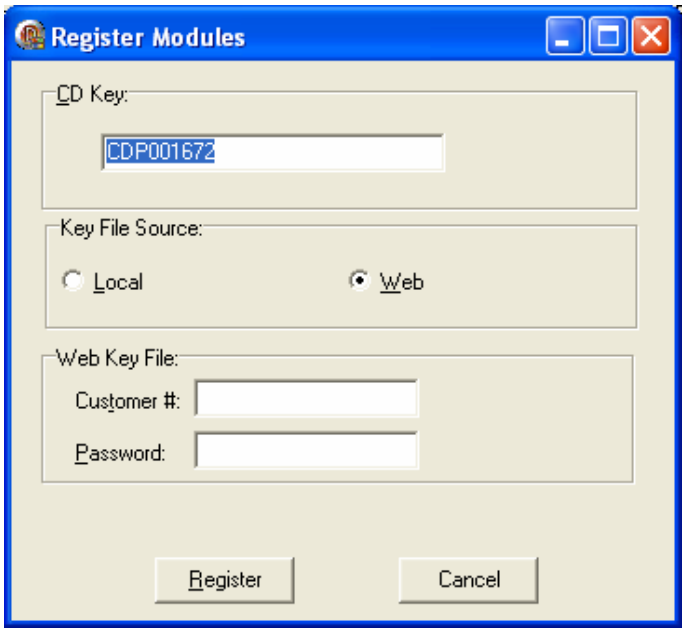
This option allows users to get an updated Registration File downloaded from Data Pro Accounting Software automatically through this option without having to go through a complete reinstallation of the software. The Annual License Fees for the software products provide for a new registration file to be given to our customers each year upon payment of their Annual License Fees or initial purchase of their new software module. This option does not require that any additional users exit the software system while this option is being performed. It simply requires access to the Internet.



When you <click> on this menu choice, the following screen will appear which is identical to the screen that was used during the initial installation of the software.

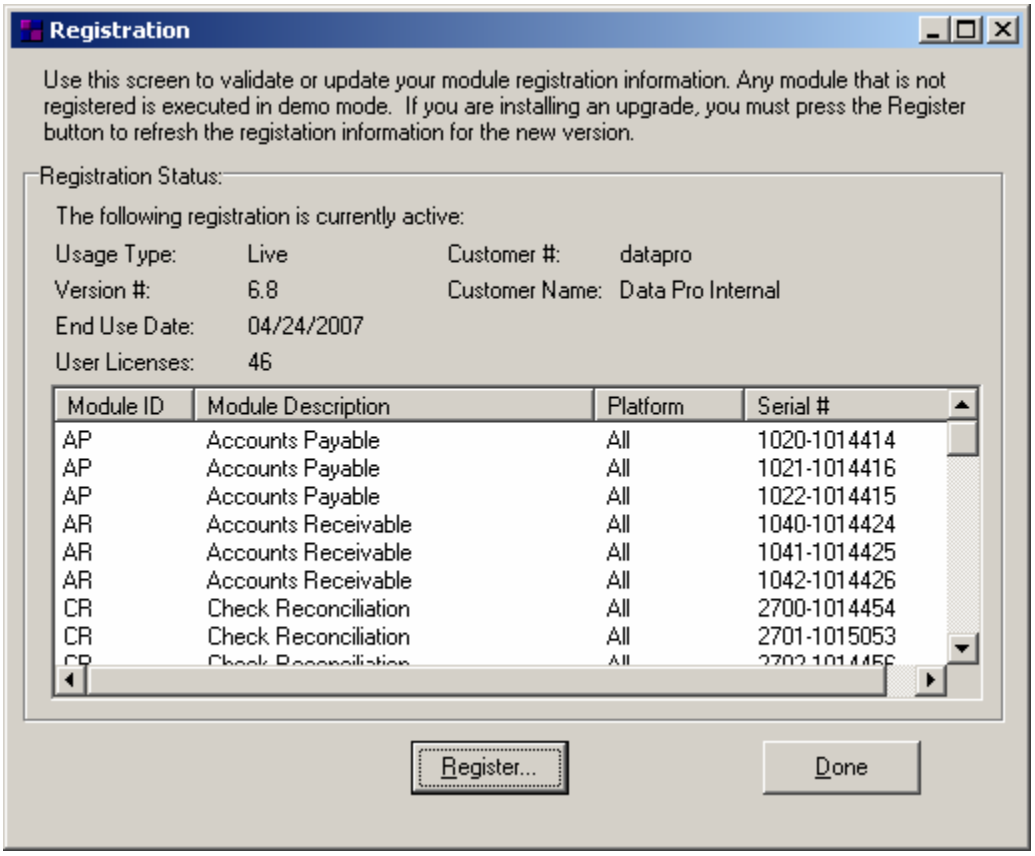

Registration
Use this screen to validate or update your module registration information. Any module that is not registered is executed in demo mode. If you are installing an upgrade, you must press the Register button to refresh the registation information for the new version.
Registration Status:
The following registration is currently active:
Usage Type: Live
Customer #: datapro
Version #: 7.0
Customer Name: Data Pro Internal
End Use Date: 04/24/2007
User Licenses: 46
Module ID | Module Description | Platform | Serial #
AP | Accounts Payable | All | 1020-1014414
AP | Accounts Payable | All | 1021-1014416
AP | Accounts Payable | All | 1022-1014415
AR | Accounts Receivable | All | 1040-1014424
AR | Accounts Receivable | All | 1041-1014425
AR | Accounts Receivable | All | 1042-1014426
CR | Check Reconciliation | All | 2700-1014454
CR | Check Reconciliation | All | 2701-1015053
Register...
Done

<Click> on the **"Register"** button and the following screen will appear.



Notice how the system automatically recalls your CD Key number. This number is unique by customer and is stored on your server. You may now either provide the Registration File locally from a network drive or floppy disk or access it through the web. The **"Web"** option is the most common and convenient way to gain access to your Registration Files. All you have to do is now enter your **"Customer #"** and **"Password"** which are the same pieces of information used to access the Data Pro web site at **www.dpro.com**. And, if you should forget your password, you can go to the Data Pro web site and attempt to login. There is a button there that says **"I forgot my Password."**

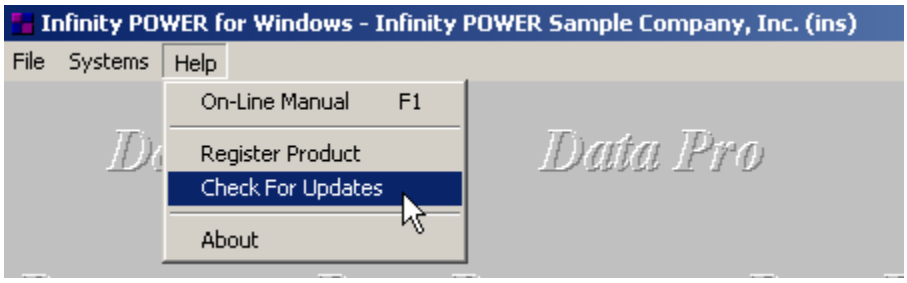
Our system will automatically e-mail the account that is defined in your company's record the password. It's that simple. <Click> on **"Register"** and you're done! <Click> on **"Cancel"** to exit this option. If your information is valid, the following type screen will appear confirming your registration file has been downloaded.


Registration
Use this screen to validate or update your module registration information. Any module that is not registered is executed in demo mode. If you are installing an upgrade, you must press the Register button to refresh the registation information for the new version.
Registration Status:
The following registration is currently active:
Usage Type: Live
Customer #: datapro
Version #: 6.8
Customer Name: Data Pro Internal
End Use Date: 04/24/2007
User Licenses: 46
Module ID
Module Description
Platform
Serial #
AP Accounts Payable All 1020-1014414
AP Accounts Payable All 1021-1014416
AP Accounts Payable All 1022-1014415
AR Accounts Receivable All 1040-1014424
AR Accounts Receivable All 1041-1014425
AR Accounts Receivable All 1042-1014426
CR Check Reconciliation All 2700-1014454
CR Check Reconciliation All 2701-1015053
Register...
Done

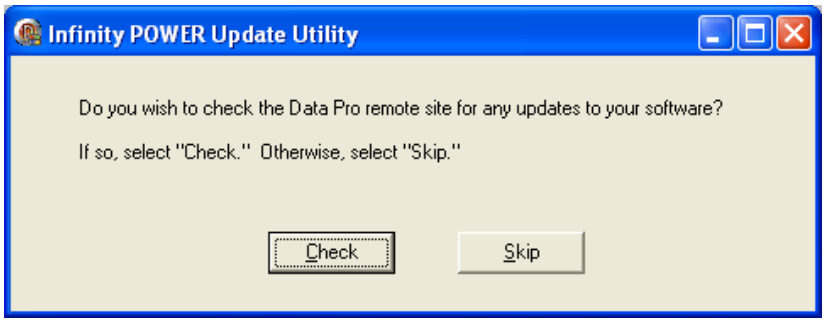
<Click> on **"Done"** to exit this option.

Check for Updates

This option is the real time version of DP/Update which is described in detail in the Installation Guide.



When you <click> on this option, the following screen will appear:

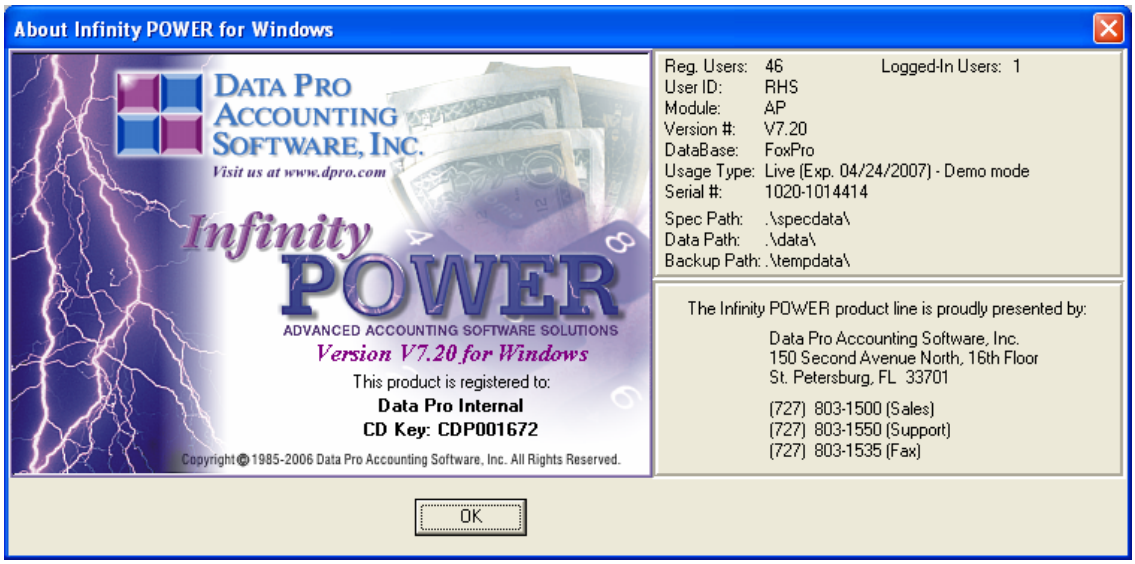

Infinity POWER Update Utility
Do you wish to check the Data Pro remote site for any updates to your software?
If so, select "Check." Otherwise, select "Skip."
Check
Skip

If you <click> on the **"Check"** button, the system will go check the Data Pro server over the Internet and verify if you have the latest software or not. If there are updates available for your system, a window will appear showing you the updates that are available. This option is for minor updates within a current version release only. For instance, if you are on **Version 6.8.01**, this would check for updates to **Version 6.8.03**. If version **7.0.01** was available, you would install a complete new upgrade, not utilize this feature.

<Click> on the **"Skip"** button to bypass using this option and exit.

About

When you <click> the **"About"** button, the system will display the following screen.


About Infinity POWER for Windows
DATA PRO ACCOUNTING SOFTWARE, INC.
Visit us at www.dpro.com
Infinity POWER
ADVANCED ACCOUNTING SOFTWARE SOLUTIONS
Version V7.20 for Windows
This product is registered to:
Data Pro Internal
CD Key: CDP001672
Copyright © 1985-2006 Data Pro Accounting Software, Inc. All Rights Reserved.
Reg. Users: 46
Logged-In Users: 1
User ID: RHS
Module: AP
Version #: V7.20
DataBase: FoxPro
Usage Type: Live (Exp. 04/24/2007) - Demo mode
Serial #: 1020-1014414
Spec Path: .\specdata\
Data Path: .\data\
Backup Path: .\tempdata\
The Infinity POWER product line is proudly presented by:
Data Pro Accounting Software, Inc.
150 Second Avenue North, 16th Floor
St. Petersburg, FL 33701
(727) 803-1500 (Sales)
(727) 803-1550 (Support)
(727) 803-1535 (Fax)
OK

This will provide you with a wide range of information including who the software is licensed to, the CD Key number, how many Register Users have been purchased, how many users are logged in, which user id is currently logged in, the module that has been loaded, the current version of the software, which database or file structure is being used (FoxPro, dBase IV, or SQL), when the activations are due to expire, the software module's serial number, the data paths that are defined and where to call for questions or technical support.

DATA FILE INDEX BUILDING UTILITY

This section covers the procedures necessary to convert existing **Data Pro Infinity POWER** data files that are in the one indexed format to another indexed format such as **dbase IV** versus **FoxPro** file formats.

To change from one format to another first, get to a **Command Prompt** in your **Infinity POWER** program directory.

Type **dbselect** to run the data file conversion batch file. This will allow you to choose the data file index you wish to conform to.

Run the **dpbldidx** program for the following three **(3)** directories:

Directory	Example
Program	dpbldidx .
Data	dpbldidx .\data\.
Adv. Security	dpbldidx .\dpss\.

NOTE:

By putting a ***"."*** *(period)* as the file name the utility will index **ALL** of the files in the each of the respective directories. Not every file has an index. You will see some messages ***"Not an indexed data file"*** indicating no index was created for that file. These messages are not a problem, as some files don't need an index. This will happen to all the master configuration files ***(AR0, AP0, GL0, etc)*** and maybe some others.

You are now ready to load **Infinity POWER** as you normally do. If you wish, once you have verified that the database change has been successful, you may delete the old index files from the Program, Data, and Advance Security directories.

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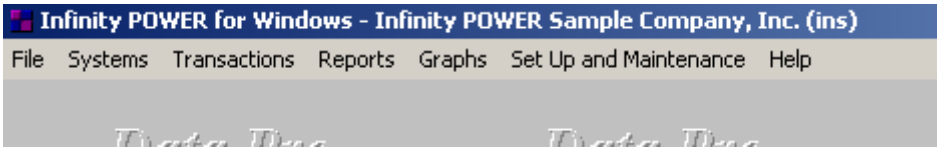
CHAPTER 2 GENERAL CONCEPTS

This chapter provides a conceptual overview of how specific features in all **Infinity POWER** programs operate. These concepts are used in virtually every accounting module and in every day use. If time is invested **"up front"** in learning these concepts, the user will be able to maximize the benefits and power of the overall system. Whether you are running the General Ledger module or Payroll, the concepts are the same. Therefore, a good conceptual understanding of the system will make the task of accounting that much simpler!

MENU BARS

Menu Bars are used to navigate throughout the **Infinity POWER** accounting system. The **Menu Bar** at the top of the screen changes based on what accounting module is loaded. For instance, when you have selected one of the **"Systems"** to activate ***(i.e. General Ledger, Check Reconciliation, etc.)*** the **Menu Bar** will change to reflect those options available for that module.

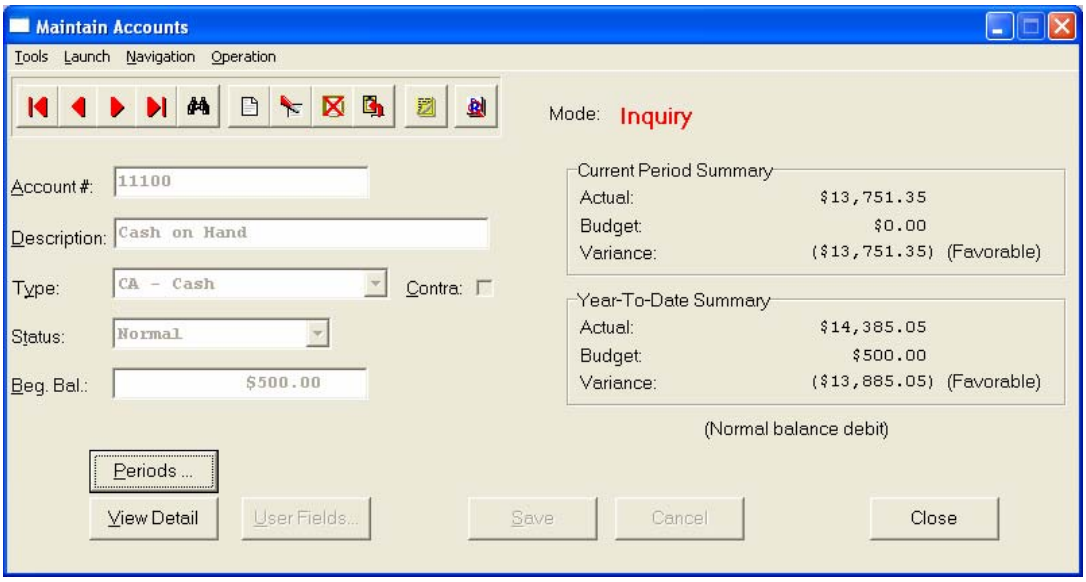
Upon opening the **Infinity POWER** system, from the Menu Bar, you will have the File, Systems and Help options available. Once you have selected a **"System"** ***(such as the General Ledger an accounting module)***, the Menu Bar will change to the picture shown below. All the accounting systems will have the same menu bar, once selected. However, the submenu options within each module will change.



You will notice that for each accounting system, there will be a **"Transactions," "Reports," "Set Up and Maintenance,"** and a **"Help"** menu option.

TOOL BARS

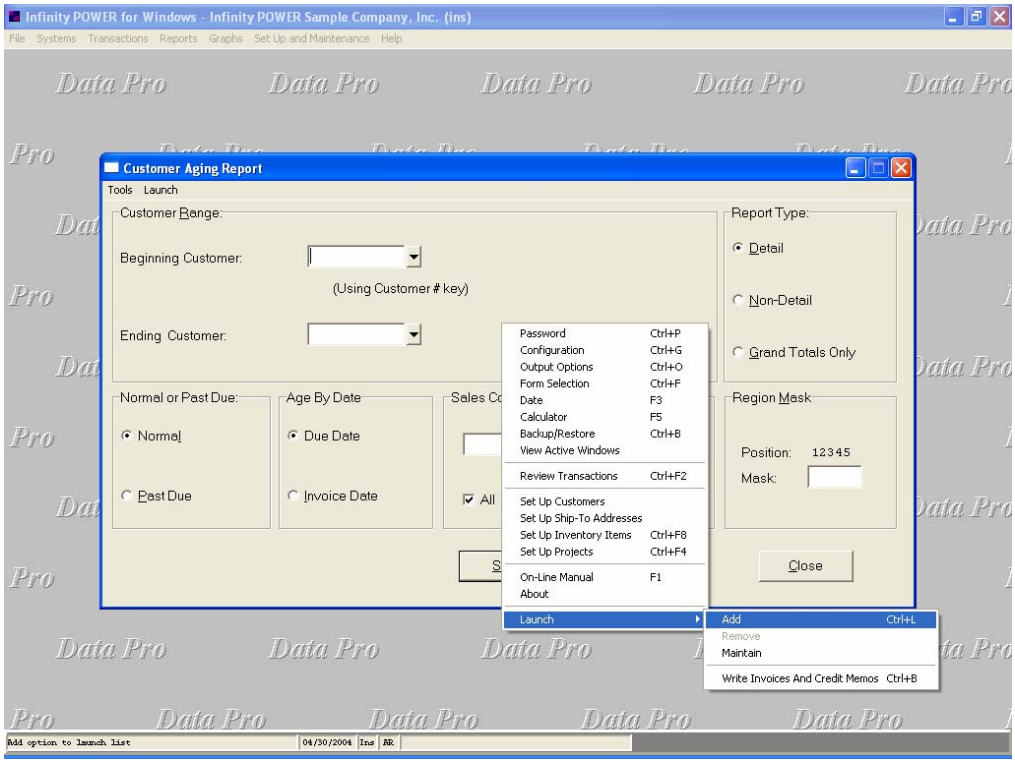
There are two kinds of tool bars included in the **Infinity POWER** accounting modules. There is a **"Navigation"** tool bar and a **"Operation"** tool bar. By passing your cursor over the tool bar options, you can read their function. In most cases, the **Navigation** tool bar allows you to access the first record, the previous record, the next record and the last record. The **Operation** tool bar allows you to choose the operational mode you want to be in. Normally, these are Add, Change, Delete, Copy and Inquiry modes.



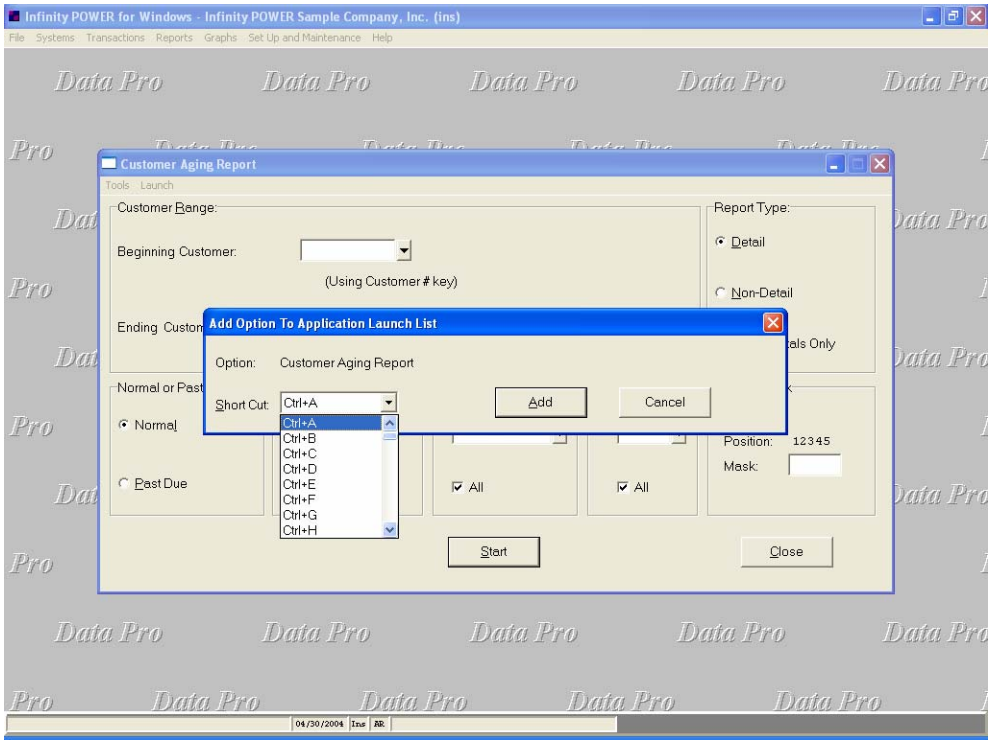
QUICK LAUNCH

Quick Launch is a method of ***"multi-windowing"*** in the **Infinity POWER** software products. This allows multiple windows to be open at the same time within the same accounting module during processing.

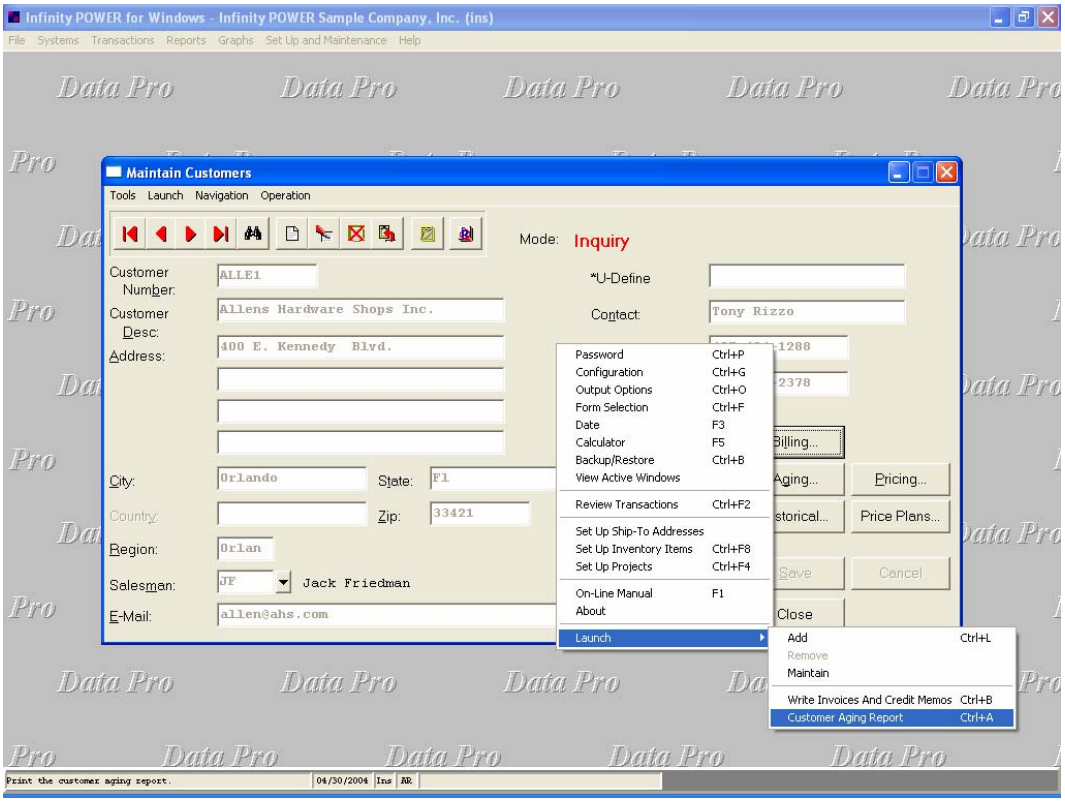
To add a **"Quick Launch,"** load the data entry option or report you wish to add to the **"Launch"** menu system. For instance, below you will see that we are at the ***"Print Aging Report"*** opening screen. Right mouse <click> anywhere on the screen and then highlight **"Launch"** and then <click> on the **"Add"** option. You may also choose the option **"Launch"** at the top left of each screen, next to the **"Tools"** option to initiate the same option.



Once you <click> on the **"Add"** option a screen will appear with the new option you are adding to the **"Launch"** menu system. You may select a **"short cut"** option as well for this menu option. A **"short cut"** is a keyboard key combination, when pressed, will load this option. If you would also like to add this secondary type of **"short cut"** then select a key combination and then <click> on the **"Add"** button to save it.



Once you have saved a menu option to the ***"Quick Launch"*** menu system, you will be able to access that option just by right mouse <clicking> on any data entry screen. For instance, you may be doing a customer inquiry as shown below and wish to print an aging for that customer. All you would need to do is to right mouse <click> on the screen and highlight **"Launch"** and then <click> on **"Customer Aging Report."**



Certain **"Maintenance"** type menu options may not be available to add to the **"Quick Launch"** menu system.

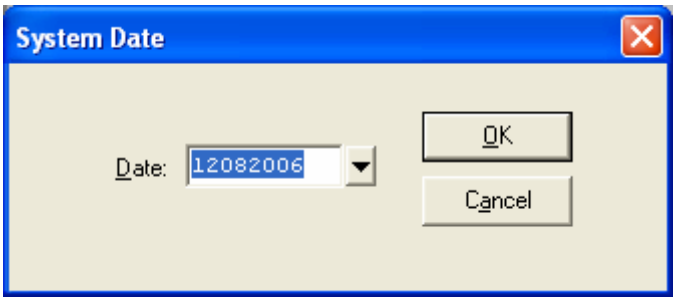
POP-UP WINDOWS

Pop-Up Windows are smaller windows that are designed to ***"Pop-Up"*** and overlay the window you are operating in. This is a major convenience factor that is unique to **Infinity POWER** software products. Without having to stop what you are doing, you have the ability to perform these additional features and return immediately to where you left off. Some of the options using a Pop-Up window include:

- **On-Line Calculator (F5)**
- **Changing the System Date (F3)**
- **Changing a Password (CTRL + P)**
- **Change Company in Use (F4)**
- **Output Options (CTRL + O)**
- **Data Record Retrieval (Right mouse <click> in indexed data entry field)**

Change System Date (F3)

In the screen above, the **F3** key was pressed to *"Pop-Up"* a window to *"Change the System Date."* As you can see, it does not completely block out the current screen, but places itself in the center of the screen.



When you are finished with an option such as *"Change the System Date,"* you will either <click> on **"OK"** to validate your input or <click> on **"Cancel"** to abort this option. This will immediately return you to exactly where you left off before you activated this option.

Data Record Retrieval

This function can be done on any indexed field in the currently active system or a field the current system is integrated with. When the right mouse button is <clicked> in the field, the system will display the choices of data record retrieval.

This feature is available in most options throughout the **Infinity POWER** system. It will simplify your retrieval of records while entering transactions as well as when printing reports. The data record retrieval choices are listed below.

First Record	This option will allow you to select the first record in the requested file.
Next Record	This option will allow you to retrieve the next sequential record in the file, assuming you have already selected a record.
Current Record	This option will allow you to select the last record that was accessed.
Scroll View	This option will display a scrolling screen with all records in the accessed file. You may scroll through the records and select the one of your choice. You may also change the sorting preference and search for the record in a variety of ways.
Previous Record	This option will allow you to retrieve the previous sequential record in the file, assuming you have already selected a record.
Last Record	This option will allow you to select the last record in the requested file.

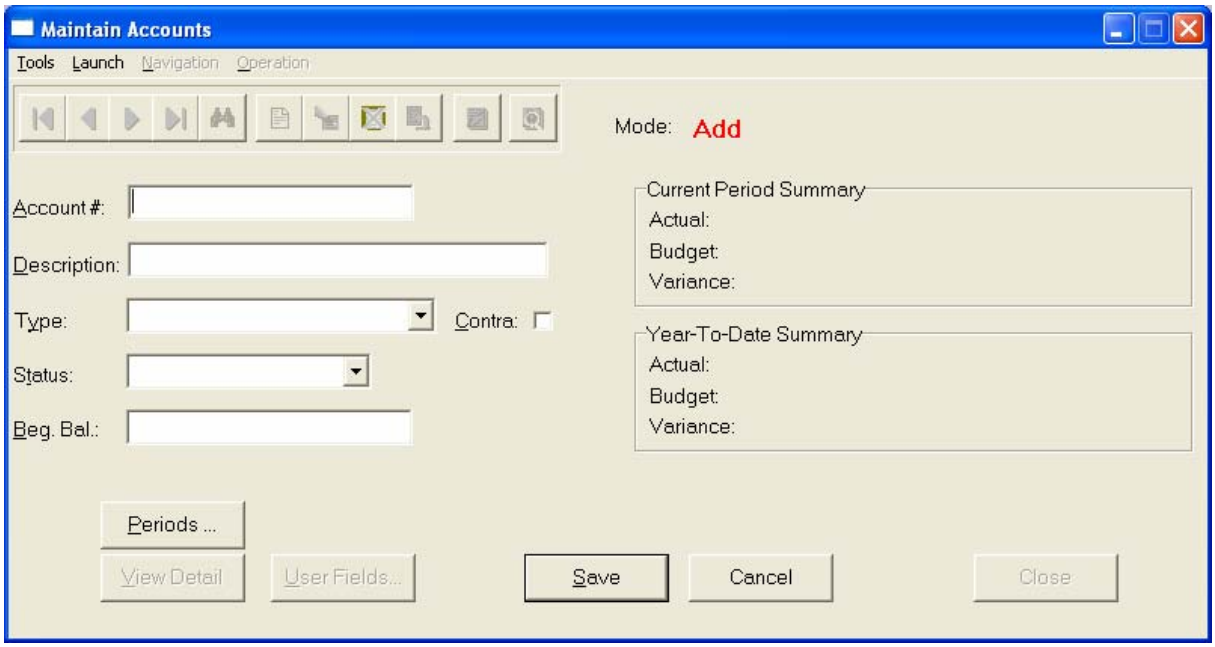
INPUT SCREENS

There are two types of Input Screens:

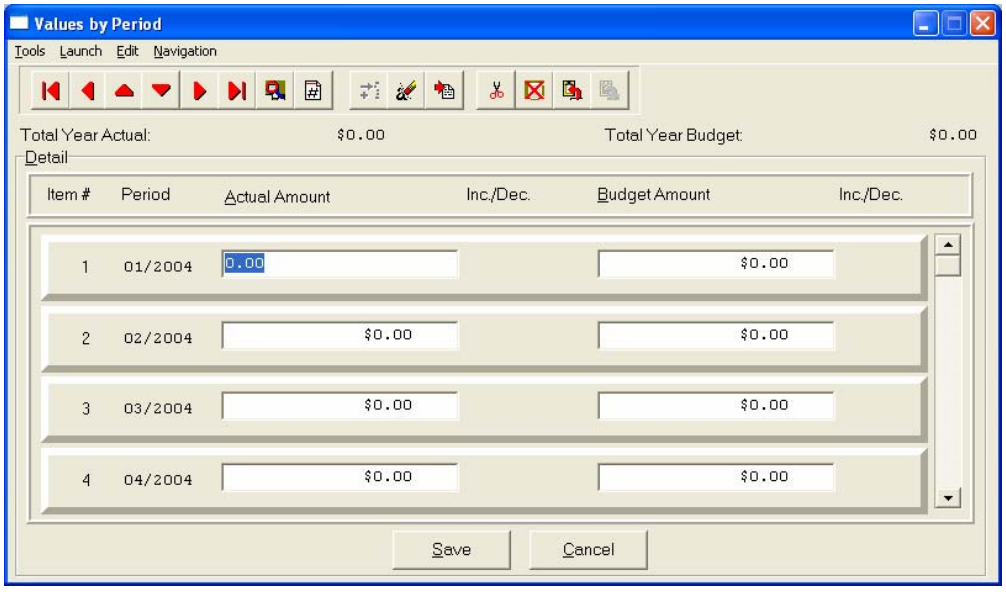
- **Main Input Screen**
- **Detail Input Screen**

Main Input Window

The **Main Input Window** is the primary input screen for an option. An option may have several layers of input screens due to the amount of information required for that option. For example, in the General Ledger module, it is required that account numbers be set up. When selecting the ***"Set Up Accounts"*** option, a Main Input Screen is displayed on the screen as illustrated below:



Within this option, you have the ability to change ***"Period"*** information. If you <click> on the **"Periods"** button, the following screen will overlay the existing screen you are working on.



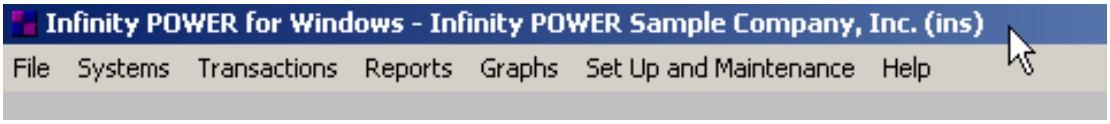
Detail Input Window

The **Detail Input Window** is the window that will overlay the **Main Input Window** for the entering of additional information for an option. The Main Input Window will still be present in the background, while the Detail Input Window is highlighted in the foreground and has become the Active Window on the screen.

You may validate the information in the Detail Input Window or you may <click> on the **"Cancel"** button to immediately return to the Main Input Window. This would mean that you have elected **not** to make any changes. Remember to always validate or **"Save"** the screen or your changes will not be made.

TITLE BAR

The **Title Bar** is used to display the current company name and number. Whenever you change companies in the accounting system, this Title Bar will reflect the new company and company number that is currently active.



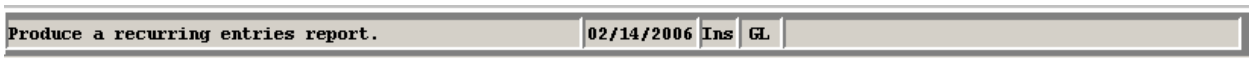
You may change companies at any time by pressing the **F4** key or by <clicking> the right mouse button on an active screen. It is vital to many companies to have the ability to perform multi-company or multi-entity processing. **Infinity POWER** programs give you the ability to simultaneously maintain the accounting records for up to **47,000** different companies.

You have the ability to switch between companies at almost any time during processing. If you are running a single company system, once you initially set up your company, you never need concern yourself with this feature again unless your company's master information changes ***(e.g., Address, Phone Number, etc.)*.**

Assuming that you are only processing for one ***(single)*** company, the **Infinity POWER** program will automatically default to your company each time you load the program. Keep in mind that if you plan to process for more than one company, you must verify the **"Month of Fiscal Year"** for each company. If you decide to use certain ***"Consolidation Programs,"*** such as the General Ledger ***"Consolidated Entities Option,"*** make sure that all companies to be consolidated are set to the same month end and fiscal year processing methods. Otherwise, although the system will be able to process this consolidated information, the information may be meaningless since you are mixing different fiscal periods.

STATUS LINES

The **Status Lines** are located at the bottom of all screens. These fields contain information pertaining to the present activity being performed in an **Infinity POWER** module.



The following information is included on the status lines:

Hint Box	The hint box will contain any hints that there are available for any field or icon included in the **Infinity POWER** system. By placing your cursor on any icon or field, an explanation of that item will be displayed in the **Hint Box**.
Date	This is the current system date. This is the date requested at initial start up each day and is the default date used for all records currently being updated.

Ins/Ovr	This is the current status of your input. If this is set to **"Ins,"** then you are in **"insert"** mode during data entry. If this is set to **"Ovr,"** then you are in **"overwrite"** mode during data entry. You can toggle between these two settings with the **"Insert"** key.
System	The system is the abbreviated name of the current program in use ***(GL for General Ledger, AR for Accounts Receivable, etc.)***.
Error Messages	This box contains any error or warning messages generated by the system. They will display in red letters for better viewing purposes.

System Date

Based on the **System Date**, **Infinity POWER** programs store information within the proper accounting periods, because *"period"* processing is such a vital part of accounting. This gives you the ability to process information with accounting period accuracy and also retrieve historical information with the same accuracy.

The system date you enter when you load your **Infinity POWER** programs is the date the system will use. Do not confuse this date with the calendar date you may set when you turn on your computer through the operating system. If configured as such, the system keeps track of the last date used when you last processed and will maintain that date until you change it, regardless of the actual calendar date of your computer.

The system date used by **Infinity POWER** programs determines which data files will be used when writing data to your disk and to which period they will be posted. Because of this feature, you will be permitted reporting on a daily, weekly, monthly, quarterly, and annual basis. **13 Period** processing ***(with user-definable periods)*** is also available throughout the system.

The benefit of this is realized when historical information is needed. By simply changing the system date to a prior period, you may research information, and/or print certain audit reports as required. As an added benefit, the General Ledger module is designed to allow users to simultaneously post to ***"multiple periods"*** for the greatest input flexibility. It still maintains the same accounting period and historical information accuracy, but automatically adjusts to allow ***"Multi-Period"*** inputs at one time, thus temporarily overriding the system date.

13 PERIOD PROCESSING

All **Infinity POWER** modules offer the ability to allow you to track your accounting by either **12** periods *(months)* or **13** user-definable periods, per fiscal year. Depending on the nature of your business, you simply need to specify your choice at the time you create your company file.

If you have any questions regarding which method you should be using, you should see your accountant for advice. These two methods have two distinct ways of tracking information and there are sound accounting reasons why your company would choose one of these two methods.

One major advantage of **13** period accounting is that you have the ability to always compare information on an even basis because your periods of time are always consistent. It is very common to set up the **13** periods in **28** day increments. Therefore, when you are comparing information on a period to period basis, you normally have the same amount of time being compared.

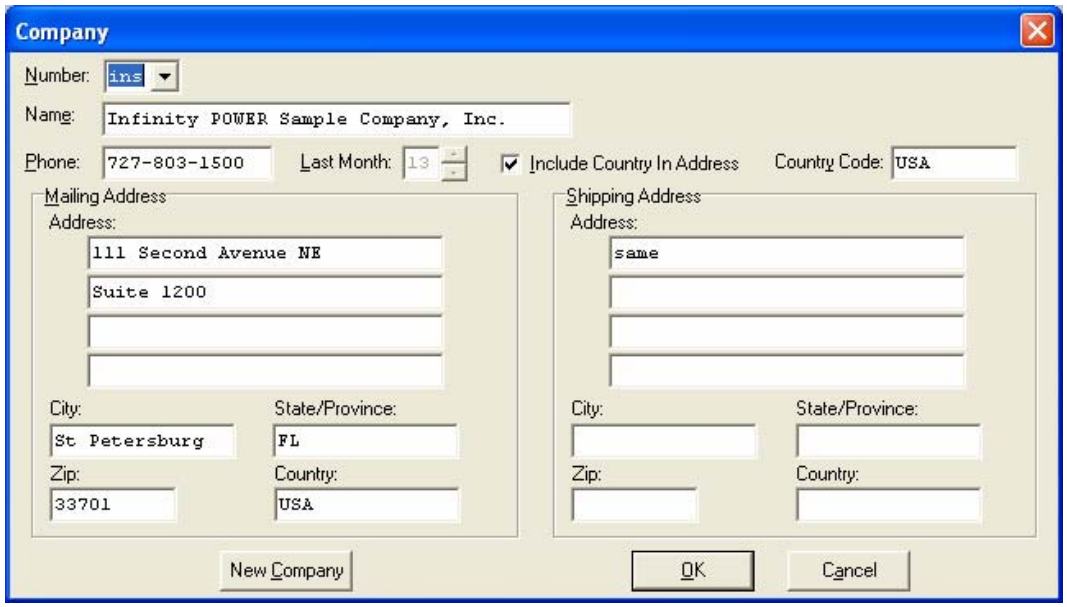
This does not, however, mean that you must always specify that each fiscal period be set to a **28** day increment. Each period may have its own unique number of days. One period may be **25** days, while the next is **33** days. It purely depends on your business needs. The only requirement is that the whole fiscal year be accounted for within the **13** periods allocated.

The **Infinity POWER** programs allow you to set up five **(5)** full years at a time when you specify that you want to use the **13** period method of accounting. The following section steps you through the screens that you will see when you are setting up the **13 Period** configuration.

Please note that some options, such as the ***"Quarterly Income Statement"*** in the General Ledger will not be available due to the change in the number of accounting periods. Reporting mechanisms throughout all modules that have **"quarterly"** functions are designed for companies with twelve periods.

When you press the **F4** key to ***"Create or Change a Company,"*** you have the ability to enter your normal overhead information such as Company Name, Address, Phone Number, etc. One of the questions on the screen asks you to specify the **"Last Month."** This means you must tell the system the last month of your fiscal year. This question is only asked the first time a company is created. You can not change your fiscal year end by pressing the **F4** key. You must use the **"Fiscal Periods"** option, found in the **"File," "Options"** menu, to change the **"Last Month"** or **"13 Period"** accounting dates.

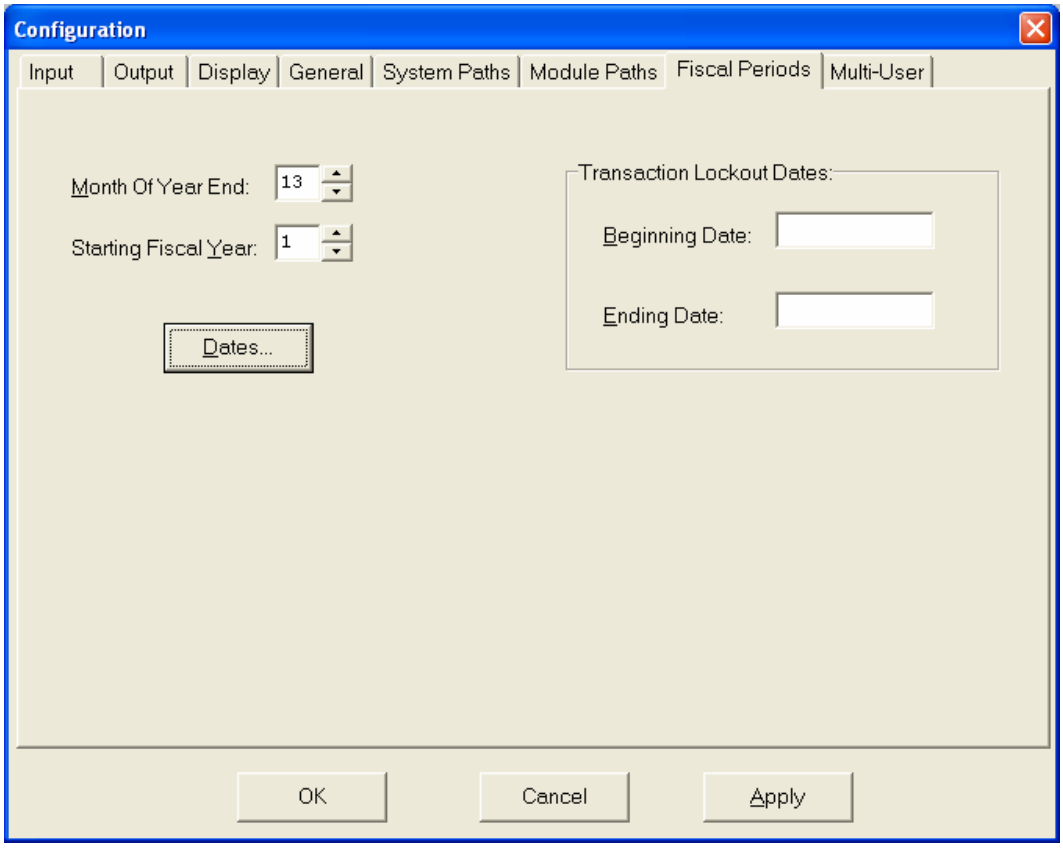
For instance, entering the number **"6"** tells the system that your fiscal year ends in June. An entry of **"12"** specifies that the fiscal year ends in December. However, if you specify the number **"13,"** you are telling the system that you are not using the normal calendar fiscal periods *(months)* method of accounting. You are now specifying that the system will track its fiscal periods based on the information you are about to enter into the system.



Do not continue any processing in the accounting module until you have specified the **13** period date ranges. The screen above illustrates the normal ***"Create a Company"*** option and shows where the number **"13"** should be entered for the data field **"Last Month."**

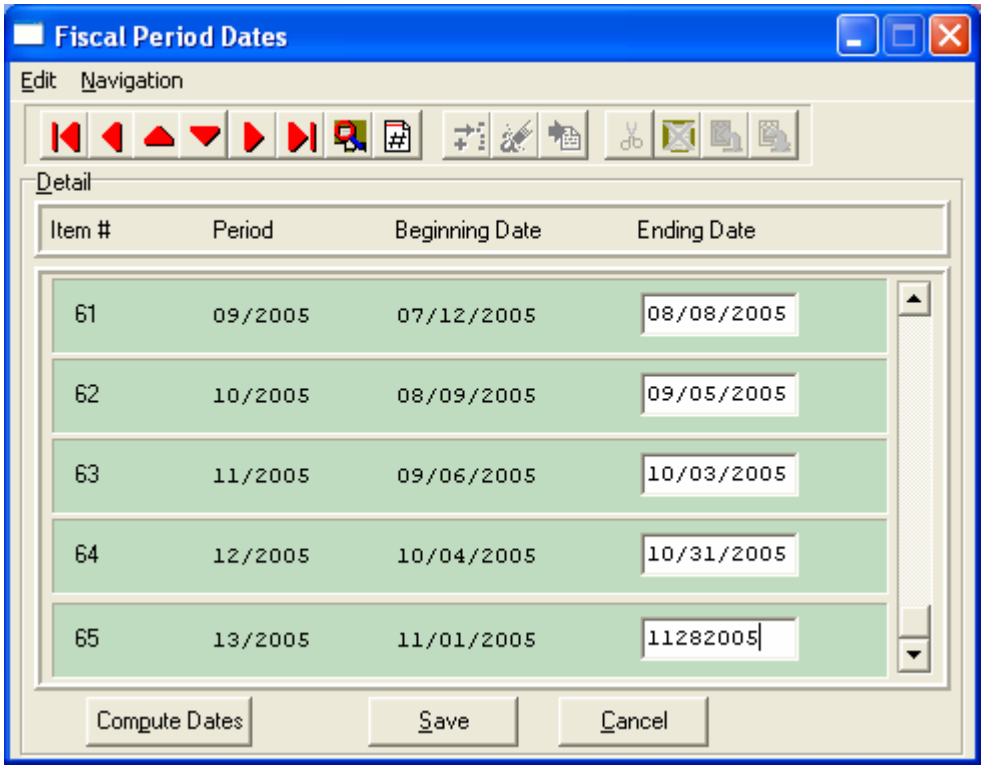
Once you have entered the company overhead information on the screen, you will need to <click> on **"OK"** to save this information. After you have saved this screen, you will be returned to the place in the programs you were prior to selecting this option.

The System Administrator option ***"Fiscal Periods"*** should be used to set date ranges by period. This is **required** for **13 Period Processing** to become active! This option may be found by going to the Menu Bar and selecting ***"File"*** and then ***"Configuration."*** <Click> on the ***"Fiscal Periods"*** option tab.



This menu option should only be used if the company you have loaded is set to **13-period accounting** or you plan on changing your existing **"Month of Year End"** to another month. This is normally not advised if data has already been entered for this company. Please contact Technical Support on procedures on changing a fiscal year end.

If the current company that is loaded is set to **"13,"** the following screen will be displayed.



The **"Month of Year End"** that you originally set up when you created this company is shown on the screen. The **"Starting Fiscal Year"** is only used when you have entered a month of year end of **"13."** This is an important answer being entered here. It has very long-term ramifications and should be considered closely.

The system allows you at this point to proceed and enter the date ranges for five years of fiscal periods. It would be normal to assume that you would immediately place the current year as the answer and go forward for the next five years.

However, keep in mind the major historical reporting features available throughout all **Infinity POWER** modules. These systems will continuously update historical information as you go for future year to year comparison reporting.

If you think you may even consider doing this at some point in time, you should follow the recommendations being made here. It is recommended that instead of entering the current fiscal year that you enter the fiscal year prior to the year that you plan to start doing your processing.

For example, if you bought the programs in **2006** and wished to start immediate processing, you would normally enter as the **"Starting Fiscal Year"** the year of **"2006."** You should, instead, enter **"2005"** to allow the system a single prior year for you to keep historical information.

Whether you go in immediately and set up the prior year's information is totally irrelevant. The fact that you have made the allowance will give you that capability for the duration of the use of the product. After you have entered the **"Starting Fiscal Year,"** <click> on the **"Compute Dates"** button to define the specific periods. This is telling the system that you are sure of the fiscal year you want to start with.

The cursor will then move to the first field of the **"End Date."** This is the most important date that you will enter in this section. This date specifies to the system when to start counting fiscal periods. This date is the last day of the first fiscal period of the first year in the system. Again, this should be the year prior to when you plan to actually start processing. Depending on how you plan to count your fiscal periods, any number of answers may be possible.

For simplicity, we will assume that our **13** periods will be counted in **28** day increments. If, as in our example stated earlier, we were going to start processing in **2006**, then we should have entered as our **"Starting Fiscal Year"** the year **"2005."** Therefore, the first date to be entered in the **"End Date"** field will be **"01282005"** or **January 28, 2005**. This is the last day of the first fiscal period within the first year.

This is the system's starting point. It now knows where everything begins and how to automatically calculate date ranges, if asked to do so. This is one of the available features. You will see at the bottom left corner, **"Compute Dates."** This is a simple feature designed to make the calculation of your fiscal periods simple and automatic.

Once you have entered the first **"End Date,"** by <clicking> on the **"Compute Dates"** button, the system will automatically calculate the remaining date ranges for all five years in **28** day increments. You may now use the scroll bar to review or change any one of the **"Ending Dates."** The beginning dates are automatically calculated as the day after the previous ending date. This will continue until you reach the end, which is the last fiscal period within the five-year time frame.

When you have reached this last fiscal period, you will again be prompted to **"Save."** This will validate all of your entries. There are some variances that may be used other than what has already been described in this section. Many companies already have charts or methods of calculating the exact date ranges of each fiscal period. Instead of using the **"Compute Dates"** button for automatic calculations in **28** day increments, you do have the ability to simply enter the beginning and ending dates of each fiscal period.

You must still enter the first **"End Date,"** as described earlier, and <click> on the **"Compute Dates"** button to auto-calculate the dates. You may then edit any ending date that needs to be adjusted and then <click> on **"Compute Dates"** again. This will automatically recalculate the remaining dates after the date you have just adjusted. The **"Compute Dates"** button only auto-calculates from your current cursor position downwards.

A good example of this would be if you allowed the system to calculate for the first **12** periods of each fiscal year. But you find that if you let the system auto-calculate for the **13th** period, that it will not have completed the first year.

In other words, the first period of the second fiscal year will be including three or four days of the first calendar year. Instead, you decide that you still want to keep all calendar years separate. You may then adjust the additional three or four days into the **13th** period, which would make this single period slightly longer than the previous **12** periods.

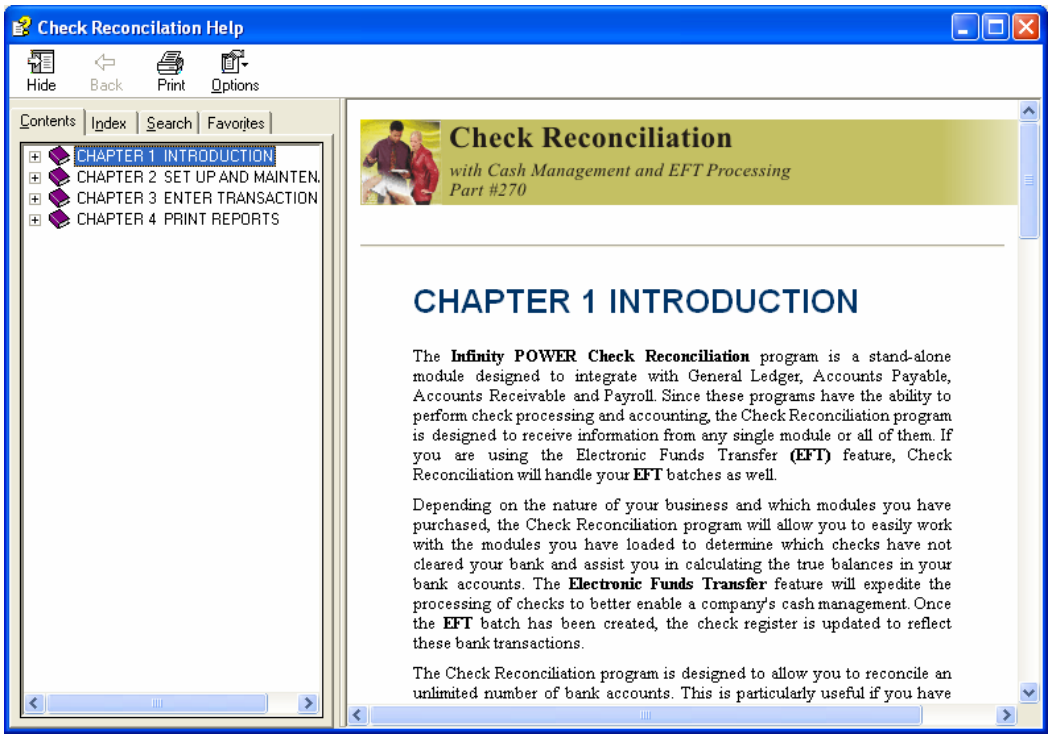
As we mentioned before, there is no requirement as to the length of any single fiscal period. Any number of days per period is fine as long as it meets proper ***"Generally Accepted Accounting Principals."*** If you elected to set up your system this way, you could then go back to using the **"Compute Dates"** feature for calculating the next **12** fiscal periods and again override the dates in the **13th** period of each successive year.

If prior to validating or entering transactions through the system, you decide that changes need to be made to your original entries, you may come back to this screen and make changes. The **"Starting Fiscal Year"** needs to be entered and then you would enter and/or recalculate the fiscal periods all over. All rules and requirements would function exactly the same.

Restrictions can be placed on this option with the use of the **Advanced System Administrator** module. If you want to enter the first **"End Date"** and have the system auto-calculate all fiscal periods for the five year range, all you have to do is enter the first **"End Date,"** <click> on the **"Compute Dates"** button, and then <click> on the **"Save"** button afterwards. This will take you to the validation prompt, but all dates for the five year period will be instantly calculated by the system.

ON-LINE HELP AND MANUALS

On-Line Help is available throughout all **Infinity POWER** products through the use of On-Line Manuals. All manuals are available in a **compiled HTML (CHM)** file format that runs directly from Windows. There is no additional software needed to read the On-Line Help Manuals.


Check Reconciliation Help
Hide
Back
Print
Options
Contents
Index
Search
Favorites
CHAPTER 1 INTRODUCTION
CHAPTER 2 SET UP AND MAINTEN.
CHAPTER 3 ENTER TRANSACTION
CHAPTER 4 PRINT REPORTS
Check Reconciliation
with Cash Management and EFT Processing
Part #270
CHAPTER 1 INTRODUCTION
The Infinity POWER Check Reconciliation program is a stand-alone module designed to integrate with General Ledger, Accounts Payable, Accounts Receivable and Payroll. Since these programs have the ability to perform check processing and accounting, the Check Reconciliation program is designed to receive information from any single module or all of them. If you are using the Electronic Funds Transfer (EFT) feature, Check Reconciliation will handle your EFT batches as well.
Depending on the nature of your business and which modules you have purchased, the Check Reconciliation program will allow you to easily work with the modules you have loaded to determine which checks have not cleared your bank and assist you in calculating the true balances in your bank accounts. The Electronic Funds Transfer feature will expedite the processing of checks to better enable a company's cash management. Once the EFT batch has been created, the check register is updated to reflect these bank transactions.
The Check Reconciliation program is designed to allow you to reconcile an unlimited number of bank accounts. This is particularly useful if you have

The **On-Line Manual** is designed for more in-depth reference regarding a specific area of the program. You will find a table of contents to guide your through the various sections of the manuals and you will see the use of each modules' **Flow Chart** to guide you directly to the point where you need assistance.

OPEN ARCHITECTURE/CLIENT SERVER

One of the essential design criteria of the **Infinity POWER** products was the need to create a data file structure that would work seamlessly with other applications such as spreadsheets, word processors, mapping products, report writer utilities and other development tools.

By creating a file structure that is written in **"C"** but has a fully **dBase IV** or **Microsoft FoxPro** compatible file structure, **Infinity POWER** provides the perfect basis for third party interfacing and integration of data. For instance, data from your General Ledger may be called directly into your **Microsoft Excel** spreadsheet without any cumbersome importing or reformatting techniques required. Likewise, if the General Ledger files have been changed, the **"refresh"** option updates all of the numbers without having to change spreadsheet setup.

In addition, products such as **MapPoint**, a Windows based mapping software product, can directly read your customer files for immediate plotting both nationally and locally. Again, as changes are made to the accounting files, these can easily be updated in the program.

Other products such as **Goldmine**, **Crystal Reports** and **Magic PC** are ideal for working directly with these data file types. This open architecture is at the heart of the **Infinity POWER** product line.

Multi-Platform Capabilities

Part of the design criteria for **Infinity POWER's *"open architecture"*** is the ability for two different operating system versions of the same accounting software products to directly read and write data from a central source. **SCO UNIX** and **Linux** as well as local area networks *(such as NOVELL and Windows NT/2000/XP/2003)*, can be connected and share common resources.

With a data file structure that is **"binary file compatible"** across all supported platforms, **Infinity POWER** excels where other types of database systems inherently fail. Many database systems do not support SCO UNIX or Linux, where **Infinity POWER**'s **dBase IV** and **FoxPro** compatible structure works on all platforms.

No file conversions or importing is required for multiple operating system versions of the product to utilize the same sets of data files. This provides the user the ultimate in flexibility and the ability to utilize the best strengths of both networks and **SCO UNIX/Linux** servers together. The use of dumb terminals and remote terminals via modems allows **SCO UNIX/Linux** users to work hand in hand with network users operating either the Windows Character-based or the **Windows GUI** based versions of the products.

USER COUNTS

One of the big advantages of using **Infinity POWER** is the unique ability to mix and match your products across a wide range of operating systems. Unlike many competitive systems, Data Pro's strategy has always been to keep a full level of compatibility with all versions of our products.

The benefit to you is tremendous. Accounting users all vary in size and style. Almost every firm has some level of uniqueness to them. As such, the way each company's management wants to define how each staff member processes data can be very different.

Infinity POWER's open architecture structure allows for the mixture of different operating system versions of the same product ***(i.e. General Ledger, Accounts Receivable)*** to share the same data files simultaneously. However, it is not necessary to purchase multiple versions of the same products. When you purchase a single accounting module from Data Pro, you are provided with a minimum of ten **(10)** user counts to access the system ***(System Administrator – Standard Version – Part #100)*** or forty six **(46)** user counts ***(System Administrator – Client/Server SQL Version – Part #695)***. The result of these user counts is that through the System Administrator module ***(both versions)***, your company's users may access **any** of the accounting modules using any of the currently available user interfaces simultaneously. This, of course, assumes that the ***Advanced Security Administrator*** module that is included with the **System Administrator** module has been configured to allow access to the various accounting modules.

What this means to you is that you now have many choices! Warehouse staff in less than ideal computing environments may find inexpensive **UNIX** terminals more to their needs than high-end **Windows** based PCs. Data entry staff in departments such as order processing and accounts payable may prefer the efficient data entry method of the **Windows Character-based** products. All of these options are available now when you purchase **Infinity POWER**.

By simply installing the version of the product you prefer on a user-by-user basis, the **System Administrator** module will, in essence, count the total number users going through the **"front door."** Once the limit is reached, additional user counts may be purchased for **$495** each or one of the existing users may exit the system so another user can gain access to the system and go to any module they prefer. Management can control each user's operating environment. All of the products are loaded on the same CD-ROM, so no additional shipping or handling is required.

No pre-allocation of user counts by accounting module is required. All users can access a single module at one time and then immediately switch to another user. This offers maximum flexibility to all businesses.

CHAPTER 3 SPECIAL KEYS AND FUNCTIONS

This chapter discusses the special keys on the keyboard other than the standard alpha/numeric keys. These keys are used to execute specific features or to expedite data entry. It also discusses the various capabilities of searching and reporting data from the various accounting modules. Plus, an overview of how various input functions work throughout the modules is covered.

KEYBOARD MODE KEYS

These are some of the basic keys found on most IBM and compatible microcomputer keyboards and **UNIX** terminals. Exceptions may exist among various types of computers and terminals; however, most will always have some variation of the keys described below.

The following section outlines these standard key modes:

ESC	This key will always aborts the current screen and returns you to the previous screen with no changes saved
Num Lock	This key turns on the number keys of the ten keypad on most PC keyboards and **UNIX** terminals. Pressing this key again turns off the number keys, and turns the cursor keys back on.
Caps Lock	This key allows you to type in upper case without holding down the **SHIFT** key. This key does not affect the numbers or punctuation keys on the keyboard. Pressing this key again turns off the all caps.

Field Editing Keys

All input fields throughout the system utilize complete ***"On-Screen Editing."*** On-Screen editing is a very convenient way of allowing you to make changes to the input without having to retype the entire line or lines; similar to a word processing program where simple changes are easily made.

The field editing keys are described below:

Right Arrow	Press this key to move the cursor right, without deleting any previous entries.
Left Arrow	Press this key to move the cursor left, without deleting any previous entries.
Tab	Moves the cursor from input field to input field.
Shift Tab	Moves the cursor to the previous input field.
INS	Allows you to turn off or on the **"insert mode"** of inserted characters anywhere in an input field.
DEL	Deletes the character highlighted by the cursor.
Backspace	Deletes one character to the left of the cursor in an input field and moves the cursor one character to the left.
Spacebar	Overwrites the character positioned at the cursor or inserts a space in an input field and moves the cursor one character to the right.

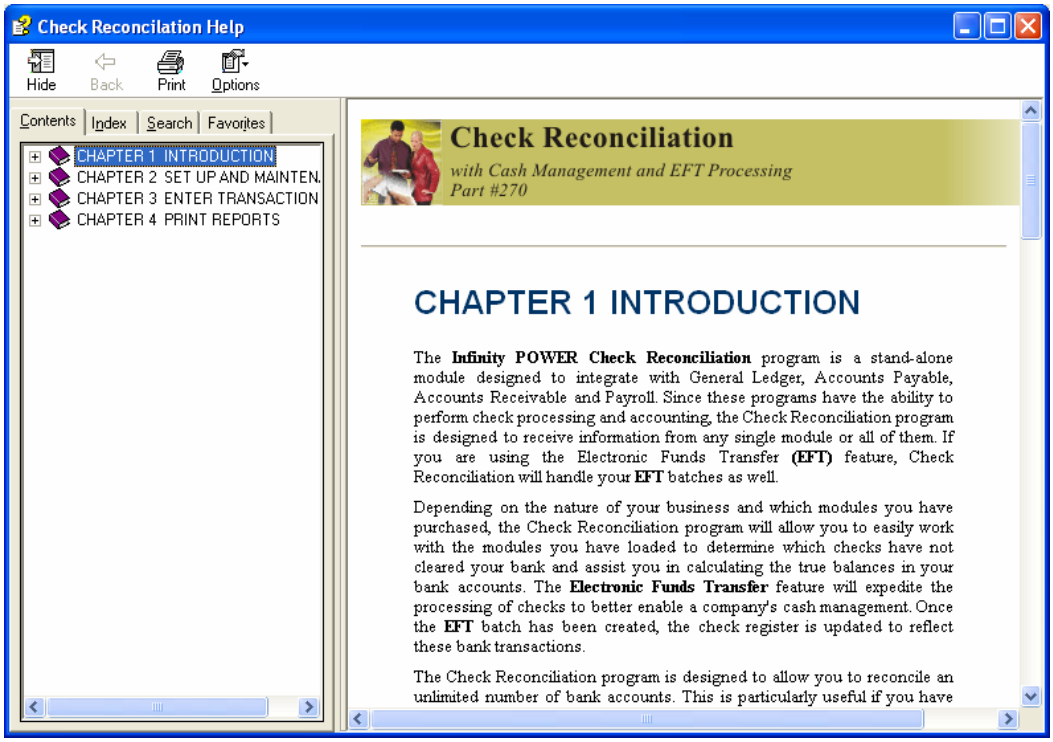
Function Keys

The **Function Keys** have been designated to perform special functions throughout the system. Function keys **F1** through **F5** have standard meanings and are applicable to all systems. They may be accessed at any time during normal processing.

A discussion of the **F1** through **F5** keys is covered in this section.

F1 – On-line Manual

The **On-Line Manual** is available to you throughout the programs on an option by option basis. It is available at almost any time by pressing the **F1** key. This feature allows you to access all of the documentation in any manual as well as your currently loaded option.


Check Reconciliation Help
Hide
Back
Print
Options
Contents
Index
Search
Favorites
CHAPTER 1 INTRODUCTION
CHAPTER 2 SET UP AND MAINTEN.
CHAPTER 3 ENTER TRANSACTION
CHAPTER 4 PRINT REPORTS
Check Reconciliation
with Cash Management and EFT Processing
Part #270
CHAPTER 1 INTRODUCTION
The Infinity POWER Check Reconciliation program is a stand-alone module designed to integrate with General Ledger, Accounts Payable, Accounts Receivable and Payroll. Since these programs have the ability to perform check processing and accounting, the Check Reconciliation program is designed to receive information from any single module or all of them. If you are using the Electronic Funds Transfer (EFT) feature, Check Reconciliation will handle your EFT batches as well.
Depending on the nature of your business and which modules you have purchased, the Check Reconciliation program will allow you to easily work with the modules you have loaded to determine which checks have not cleared your bank and assist you in calculating the true balances in your bank accounts. The Electronic Funds Transfer feature will expedite the processing of checks to better enable a company's cash management. Once the EFT batch has been created, the check register is updated to reflect these bank transactions.
The Check Reconciliation program is designed to allow you to reconcile an unlimited number of bank accounts. This is particularly useful if you have

F2 – Input Help Key

The **Input Help Key** is available to you throughout the programs on an option by option basis. It is the **F2** key by default when the programs are loaded. You may, however, change this at any time to any other key or combination of keys. Pressing the **F2** key while in an option launches any available help or input validation.

This would include the scrolling windows that would show you the available choices in a **"Near Match"** type of setting. For instance, when you are performing a journal entry in General Ledger, you may press the **F2** key when you are being prompted for an account number to look through the chart of accounts file. Or, you may press this key when entering a date in a field to search the calendar for a valid date. The function is the same across modules, just the data will change based on the option in use.

F3 – Change System Date

The **Change System Date** function allows you to change the system date at almost any time within any **Infinity POWER** program. The ability to change the system date gives you total flexibility in processing information accurately from period to period.

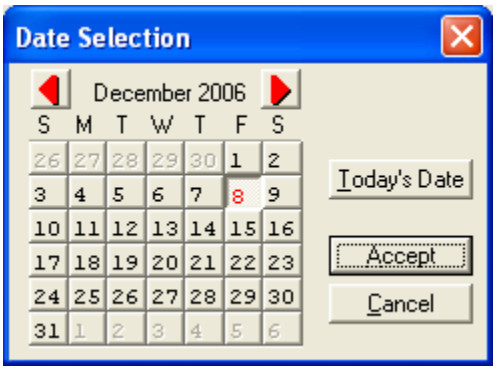
The **Infinity POWER** programs ***do not*** acknowledge the calendar system date on your system unless otherwise configured. After installing your programs, the system date will be **04/30/2005**. From this point on, the default system date will be the last date used when running the system.

Example:

After processing on one date, you decide to record transactions on another date.

To change the date:

1. Press the **F3** key and the Change System Date window will appear as a ***"Pop-Up"*** window over your current screen.
2. Enter the new date in this format *(e.g., April 30, 2005)* as **04302005** or press the **F2** key to use the Input Help Key to search the calendar for the desired date. The system automatically inputs the separators for you. **(04/30/2005)**
3. <Click> **"OK"** to validate and the program will return to the prior screen. If you enter an invalid date, the system will pop up a calendar for you to choose the correct date.



You may use the **page up** and **page down** keys to move around the calendar shown to go to future months. Once you <click> on the specific day of the month <clicking> on the **"Accept"** button will place that date in the System Date field. You may also use the **ALT** key combined with the up, down, left or right arrow keys to move to your selected day.

<Clicking> the **"Today's Date"** button will automatically set the System Date to the clock/calendar set on your computer. This particular feature is actually found on any date field in all modules, not just the System Date prompt, by pressing the **F2** key.

NOTE

The dates available for use within the system range from January 1, 1960 to December 31, 2059.

You are permitted to change the system date from almost any point in the system; however, you cannot change the date to a different accounting year from within an option. If you need to process in a prior year's files, you must first exit the option and then execute the **F3** ***"Change System Date"*** function. From that point on, any transaction in any program will reflect the new date until changed.

WARNING

Some files in the past or previous year should be brought forward to ensure current period accuracy, ***(e.g., General Ledger and Job Costing)***.

Example:

Suppose you are in the month of December and you are posting checks in General Ledger for December, and you find a check dated September 15th. If you try to input the check date of September 15, the system will not accept it, and will display a warning message:

>>>DATE CHANGE RESTRICTION<<<

You must exit the option, then, simply press **F3** to change the date to September 15. <Click> on **"Accept"** to validate the date, reselect the option, post the check, repeat the **F3** function to change the date back to December's date, and continue processing. Make sure, however, you understand the accounting ramifications of making such a change.

NOTE

If you have difficulty accessing files or printing reports, make sure that you have set the proper system date.

F4 – Create or Change a Company

The **Create or Change a Company** function allows you to change companies *(to process in)* or to create a new company, at almost any time. This function gives you the ability to change to a different company for processing. Since the system can simultaneously maintain the accounting records for multiple companies or entities; it is necessary for you to understand how to move from one company's records to another.

Please keep in mind at **ALL** times which company's information you are recording. Posting transactions to the wrong company can lead to some very confusing and inaccurate accounting records. To verify which company you are currently processing in, simply check the ***title bar*** at the top left of the **Infinity POWER Menu Screen** where your current ***"Logged In"*** company name and number appears. Pressing the **F4** key will also display that company's information.

To Change a Company:

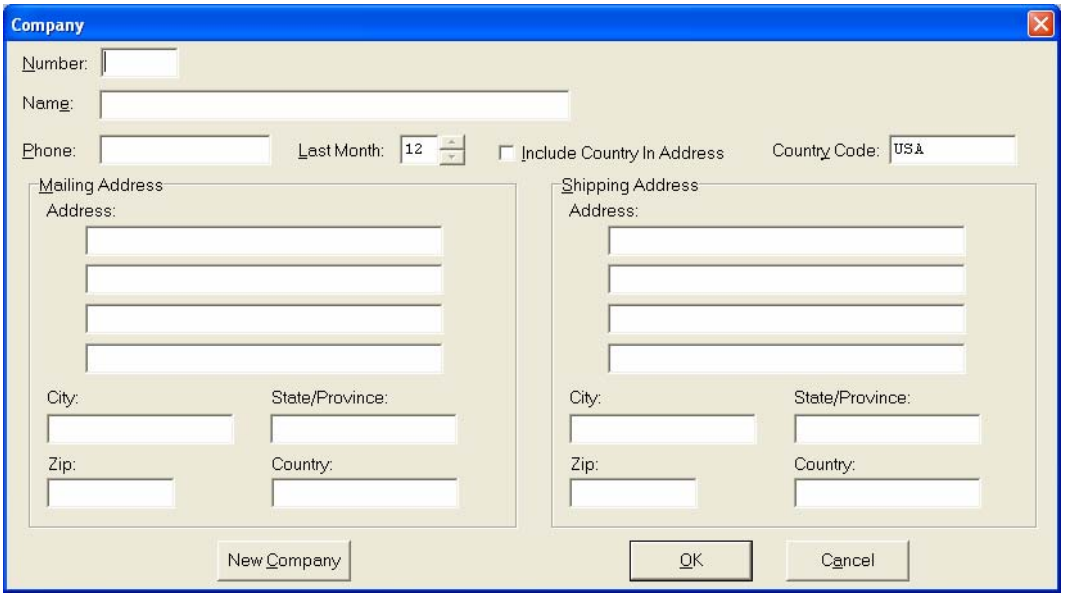
1. At this point, if you want to *change* companies, simply enter that company's **3** character *(alpha/numeric)* designation or <click> on the arrow to see the available companies to choose from. Once the desired company is highlighted, <click> on it to select the company and then <click> on **"OK."** The screen will now display this company's information. Note that the ***Title Bar*** has changed, reflecting the new company number, and that you have returned to the exact point where you left off in processing.

   If you want to create a new company, go to the next section on how to ***"Create a Company."***

To Create a New Company:

You may also *create* a new company or entity with this function.

1. Press the **F4** function key. The screen will display the current company's information. <Click> on the **"New Company"** button to create your new company. There are company numbers that cannot be used and are reserved due to operating system requirements. These are **co, dmy, dy,dny,dly,cy,cny,cly,qcy**.



NOTE

The month of year-end is very important to the system's processing. If you input the incorrect month and later decide to change it, you will have to make MAJOR adjustments throughout your accounting files. So be very sure this information is correct.

When completed, <click> on **"OK"** to validate. If you are going to use the **13** Period processing method, please see **Chapter 2** of this manual for a complete discussion on the required set up. The Name, ***"Mail To"*** and ***"Ship To"*** Addresses, and Phone Number specified in this function will appear on all **Infinity POWER** reports and screens where applicable, *(e.g., invoices, checks, report headings, etc.)*.

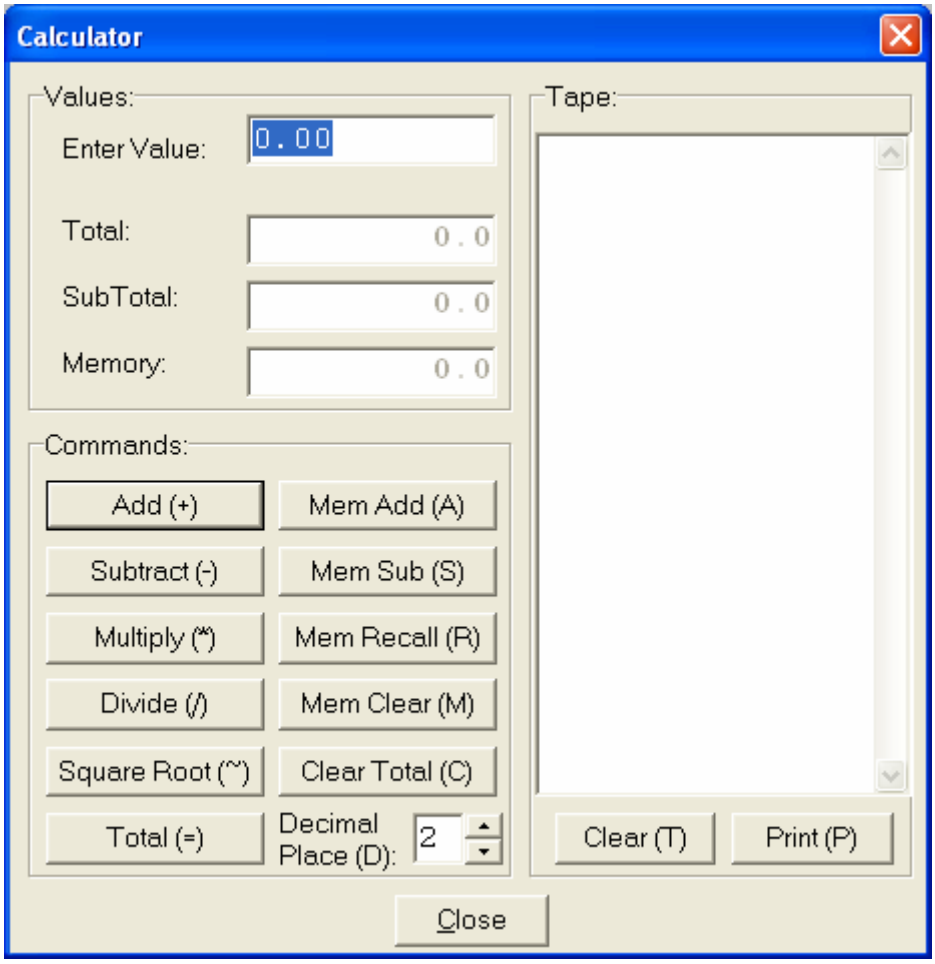
The files for the new company designated are the only files available until a different company is requested by this option.

Example:

Suppose you want to process data for two separate companies *(we'll call them Company #100 and Company #200)* and you want to enter checks to Company #100, but your system is set to Company #200. You would simply press the **F4** key and select from the Company pull down box the **"100"** for Company #100. After you have completed all the input for Company #100, simply press the **F4** key again to access Company #200 and complete the input for that company.

F5 – On-Line Calculator

By pressing the **F5** key or selecting the **"File," "Calculator"** options from the **Menu Bar**, the **On-Line Calculator** will present itself in a *"Pop-Up"* window which will overlay the screen you are currently working in, as shown below:



The **On-Line Calculator** has been designed to provide a convenient method for quick calculations *anytime* without the need of an additional adding machine or calculator. Its operation duplicates a **10**-keypad adding machine. This feature permits greater productivity and workflow ease. Do not confuse a **10**-keypad adding machine with an electronic or hand held calculator.

When the **On-Line Calculator** is accessed, it will appear at the center of your screen. The option that you are currently working in will be placed temporarily on *"hold"* in the background of your screen, while the calculator window becomes active on your screen.

The **On-Line Calculator** has four basic parts:

- **Input Section**
- **Total Field**
- **Subtotal Field**
- **Memory Field**

These are the areas where all values are entered and results shown on the screen. The **COMMANDS** area of the screen lists the keys available for operating the **On-Line Calculator**.

Input Section	The **Input Section** is the highlighted ***"Enter Value"*** field where values and commands are entered. Numbers may be entered from either the top *(numeric)* row of your standard keyboard or from the 10-keypad at the bottom right of your keyboard. Please note that on many IBM and IBM compatible keyboards and UNIX terminals, you must check the **NUM LOCK** key to determine if numbers or cursor arrows are active on the 10-key pad. If numbers are not appearing on the screen when you press a key, press the **NUM LOCK** key again to turn them on. Enter the number(s) you desire into the ***"Enter Value"*** field and follow it with the specific key command you desire. The key commands are always entered after a number. Each entry will appear in the *"TAPE"* box on the right of the window, creating a screen visual of a printable tape.
Total Field	The **Total Field** reflects the running total of the addition and subtraction calculations entered. This field can be cut and pasted to any input field in the **Infinity POWER** system. This field will clear after the equal **(=)** sign is used.
Subtotal Field	The **Subtotal Field** reflects the resulting figure of multiplication or division calculations only. This field will clear as soon as another **COMMAND** is entered. If you want the current subtotal on the screen to be added to or subtracted from the running total, press either the **"+"** or the **"-"** keys after you press the **"="** to get the subtotal of a multiplication or division.
Memory Field	The **Memory Field** stores values you wish to place in ***"memory"*** using the **"A"** command key. Once a number is placed into memory, any time you need to access that value, simply press the **"R"** for Recall Memory and use the number as if you had just keyed it into the ***"Enter Value"*** field. Please note that when you recall a number from memory, that it does not become active until after you have pressed the desired command key; such as the **"+"** or **"-"** keys.

When you are finished with the **On-Line Calculator**, <click> on the **"Close"** button to return to the *"holding"* option that you were working in before you accessed this option.

The following pages describe the specific calculator commands and how they are best used.

(+) - Add	Add a value to the running total.
(-) - Sub	Subtract a value from the running total.
(*) - Mult	When entered by itself, it creates a subtotal calculation of the running total multiplied by the next number input. When entered after a value, it creates a subtotal calculation of that value times the next number input.
(/) - Div	When entered by itself, it creates a subtotal calculation of the running total divided by the next number input. When entered after a value, it creates a subtotal calculation of that value divided by the next number input. This value is not added to the total until you <click> on the **"+"** again.
(~) - Square Root	When entered by itself, it replaces the current value in the input field with it's square root. This number may then be followed by any other calculation as if it were a normal number input. This value will not be added to the running total or memory until you <click> on the **"+"** again.

(=) - Total	Pressing the **"="** key one time completes any calculation in progress, and reflects this total to tape, and clears the total field. Pressing it again will additionally clear the subtotal field.
(A) - Mem Add	Adds running total or adds input value to memory total. (S) - Mem Subt Subtracts running total or subtracts input value from memory total. (R) - Mem Recall Recalls a value from memory to the input field and to the tape. To use this value, it must be followed by a command such as **"+"** or **"-."** (M) - Clear Mem Clears the value stored in memory.
(C) - Clear Total	Pressing the **"C"** key one time clears any entries you have made. Pressing the **"C"** key twice clears not only the total on the tape, but zeros out the total field as well.
(D) - Dec	This key is used to assign the number of places available to the right of the decimal **(0, 1, 2, 3, 4 or 5)**. By pressing the **"D"** key, you can move the cursor to reach the value you desire. The default setting is **"2"** which will automatically add two zeros after the value entered. **(T) - Clear** This clears the tape displayed on the screen, but not the totals. <Clicking> on the **UP ARROW** will move you up the tape. The **DOWN ARROW** will move you down on the tape. **(P) - Print** This prints the tape displayed on the screen.

Example:

This is an example of how you would calculate an item, such as sales tax, on a sale.

1. First, press **F5** to activate the **On Line Calculator** and enter the sales price of **595** followed by <clicking> on the **"+"** to add this amount to the running total.
2. Next, <click> on the **"*"** to multiply the running total by the fraction **".05"** *(for 5% sales tax)*. Then <click> on the **"="** to calculate the total. The amount will now be displayed in the subtotal field. <Clicking> the **"+"** key again will add this subtotal to the total field. <Click> the **"="** key again to clear the total field and reflect the total of the sale, including sales tax, in the Tape box on the screen. <Click> the **"+"** again and the total amount will reflect the correct running total amount.
3. At this point you may elect to clear the total using the letter **"C"** to begin another calculation; or take the total and move it into an input field within the module that is currently active. You may use the Windows standard cut and paste functions to take a number from the **"Enter Value"** field and place it in any other data field. Make sure that the number that you want to **"drop in"** appears the **"Enter Value"** field of the calculator.
4. Then exit the **On-Line Calculator** by <clicking> **"Close,"** and position your cursor where you want the number to be entered.

BACKUP AND RESTORE

This feature provides temporary data file protection from hardware failure or end-user mistakes. For instance, you should make **"Session Backups"** immediately before you perform major file maintenance routines, such as ***"Posting Integration Files to General Ledger."*** Then, if you experience power problems mid-stream, you could simply perform a **"Session Restore"** and retry the process without any loss of data integrity.

To utilize this feature, you must first create an additional subdirectory on your system for the data files to be copied to during the use of this option. If you have used the standard **Infinity POWER** installation utility, a subdirectory called **TEMPDATA** has automatically been created for you. This directory must be relative to the program directory. The files are **"zipped up"** and one file is placed in this directory. This file is named **"backup.xxx"** where **xxx** is equal to the company identifier. You should only have one **"backup.xxx**" file in this directory at a time. If there is more than one backup file, the system will attempt to unzip all files in this directory.

After daily creation of this file, it can be recommended to drop to a command prompt or use the Windows Explorer function to go to this directory and rename this file right after it has been created. For instance, if the company number is **"INS"** and the date is **04/30/2005**, a user may want to rename the file **"backup043005.ins."** You may use the rename function under Windows or at a command prompt enter the following:

c>power\tempdata\ren backup.ins backup043005.ins {ENTER}

The purpose of this is to create multiple backups of your valuable data file in case something is happening to your files that you are not aware of until it is too late. Therefore, by doing this step daily, you can easily go back to a prior backup until you find a good set of data should a problem occur like a failing hard drive that is corrupting your data files. Remember, this function does not replace an off-site backup. Therefore, if you have a network drive or a CD-burner, it is recommended to copy or backup these files to another location in case the server's hard drive should ever fail.

Please note that it is not mandatory that you use the new subdirectory called **"TEMPDATA**.**"** Any name for a subdirectory will apply as long as you use that name when setting up your path assignments.

You must then specify the temporary data subdirectory under the option ***"Configure Drive Assignments,"*** Option #4 ***"Session Backup Path"*** to perform this option properly. You may access this option through the **"DINSTALL"** routine or use the ***"Change Default Configuration"*** option found under the ***"Global Functions"*** menu.

NOTE

This process is a supplement to your normal daily backups, not a replacement. Please refer to **Chapter 2, Set Up and Maintenance**, of each Program Manual for proper backup procedures.

Two options are available on this screen:

- **Backup**
- **Restore**

Simply <click> on the desired option, then <click> on the button which emphasizes what action you are taking, **"Backup"** or **"Restore"** and the system will execute the appropriate commands. When the process is completed you may press the **"Close"** button to return to the previous screen.

What this option is doing, is making a **zip file** of the data files for the current company that you have loaded. Before choosing this option, check the **STATUS LINE** at the bottom left of you screen to verify that you have the proper company called up that you want to **BACKUP** or **RESTORE**.

This option only zips the data files for the company that is currently loaded. If you are processing multiple companies, you must first load each company before selecting this option.

Once the option **"Company Backup"** is selected, it will automatically zip data files only for the current company to the subdirectory you specified in your ***"Drive Assignment"*** or configuration. Using the system defaults, that would be the subdirectory called **"TEMPDATA."**

If the option **"Company Restore"** is selected, it will automatically unzip the data files to the subdirectory you specified in your Path Assignments configuration **(DATA)**.

You must make sure that you have plenty of disk space available when using this option. Check your file sizes to determine that enough space is available before using this option. Otherwise, the option will be halted if the computer system runs out of disk space during the execution of this command.

If it does, no damage will have occurred to your original files. However, a complete backup will not have been made. You would then need to take additional steps to see that a correct backup is made at this time before proceeding. Because this feature is generally very quick and convenient, it is highly recommended that this utility be used several times a day. Therefore, you would minimize the amount of lost time and effort required to recover if you were to have some unforeseen problem with your system.

NOTE

It is recommended that if a **RESTORE** is used, that you print the various audit trails to verify what information was lost or affected between backups in each of the programs used.

COMBINATION KEYS

There are certain key sequences used in combination throughout the **Windows GUI** programs that give them new values. These keys are always used in combination with another key. To utilize a **Combination Key**, you must hold down the first key while pressing the second key.

This section refers to combination key sequences as a single keystroke. For example, holding the **CTRL** key down and pressing the **F1** key will be referred to as **"Pressing CTRL F1."** These **CTRL** key combination functions may be viewed by pressing the **F1** key to ***"pop up"*** a window displaying the various options to select from. Another example, while in a scrolling view, hold the **ALT** key down and select a number (1, 2, 3 etc.) This will toggle between index tabs.

Login (Ctrl L)

The **Login** feature is available to all users regardless of which variation of the **Infinity POWER *Advanced Security Administrator*** module is active **(Standard or Advanced)**.

This option allows users to **"login"** to the system easily. This is convenient if more than one user is utilizing the programs at the same time. Based on the configuration of the **Advanced Security Administrator** module, various users can have different levels of rights and access to different programs. This module can be installed with one version of the products on your main accounting server.

To login into the system as a different user, select this option first. The screen will then display an overlay that will prompt for the **"User ID."** Enter the user's name or identification as it has been set up in the program. Next, you will be prompted to enter this user's password. Depending on how the security module has been configured, you may have several opportunities to enter this correctly or very few.

The password is **"case sensitive"** so it must be entered correctly or access will be denied. If an incorrect entry is made the screen will display a warning message **"Invalid Login."**

Change Password (Ctrl P)

The **Change Password** option allows users to conveniently change their password at any menu in the programs. This feature is available to the **SYSADM** who is responsible for installing **Infinity POWER *Advanced Security Administrator*** module during installation of the programs and then maintaining passwords after the fact in the program itself.

By selecting this option, an overlay screen will appear and first prompt you to enter your **"Old Password."** You will then be prompted to enter your **"New Password."** Please keep in mind that passwords are **"case sensitive"** and that if you forget your password it will require the **"System Manager"** to assign you a new password later.

Once you have entered the new password, you must then re-key this new password again to verify that what you entered the first time is in fact what you wanted and that no mistakes were made. Once this is entered correctly, press **"OK"** to validate this screen and you will return to your previous menu option. If the **"Old Password"** was entered incorrectly, you will need to start this process over again.

Output Options (Ctrl O)

The **Change Report Output Device** function allows you to change from the standard printer output option to a different output device for report printing.

NOTE

Once you have changed the report output device, the system will retain the new device until it is changed back or until you exit the programs completely. When you re-enter the system, the default output device that is set up in the Configuration will be invoked.

The **Infinity POWER** programs give you the ability to output reports in a large number of different formats. These variations include many of the following default configurations, plus any additional printers you have the ability to define within the windows system.

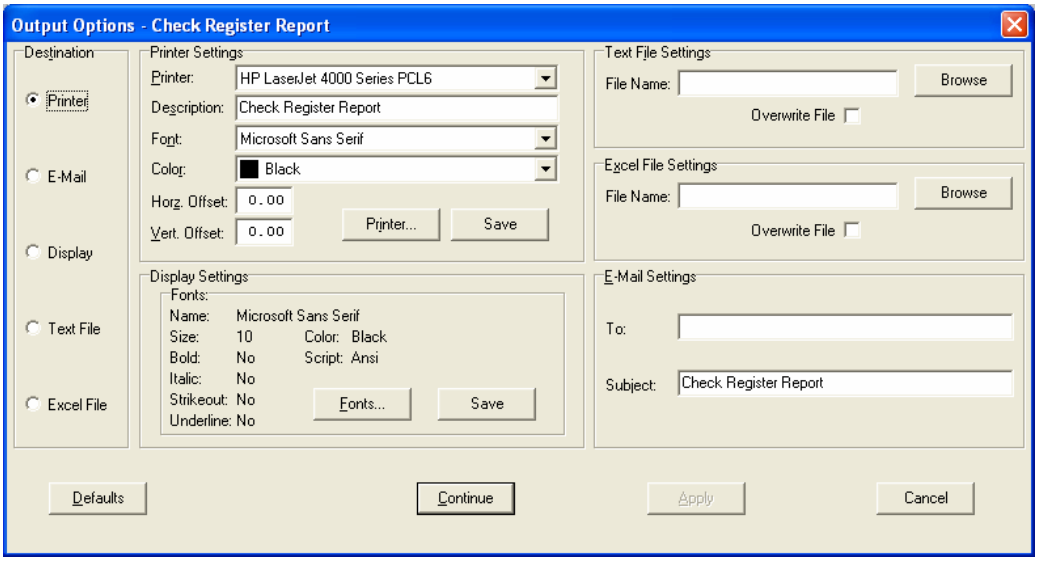
- **Printers**
- **E-Mail**
- **Display**
- **Text File**
- **Excel File**

This feature gives you the flexibility to redirect your report output at any time. This is very convenient when you have different reporting needs.

You may have several types of printers. One could be a high-speed dot matrix printer, a DeskJet printer, two LaserJet's and other types of printers. The key is that you may define as many printers as desired within **Windows** and access them directly at any point in the programs. This can include **FAX** programs such as ***WinPro Fax*** that would make it convenient to fax reports or forms, such as purchase orders, to vendors and other parties.

You may immediately redirect all reports to go to the letter quality printer instead of the dot matrix. On a Local Area Network **(LAN)** or **SCO UNIX/Linux** system, this means that any user could simply re-direct their output to go to the printer defined for a specific printing task instead of the printer on their desk *(i.e., check printer, invoice printer, statement printer, white paper printer and more).*

Therefore, you have a very high level of flexibility in controlling your printing needs. You may also redirect all reports to print to the computer screen. This is very convenient for a quick review of reports. You are able to change your Output Options *(printing preference)* at any time when you are within the **Infinity POWER** programs. By Pressing **CTRL O**, an overlay screen will appear with your available output options.



Notice at the upper center of this screen that the current printer output device is shown for easy reference. As you change printers with this option, this field will be updated automatically. You may choose to print to a Printer, send the report as an e-mail, display the report on the screen or print the report to a **"Text"** or **"Excel"** compatible data file.

If you select **"Printer,"** this will cause the output to be generated to whichever printer device you currently have as ***"active"*** in your windows program. You may choose to change printers by <clicking> on the **"Print Options"** button and select another printer that you have set up in your windows program. Also, by choosing **"Printer,"** you have the capability of changing the title of the report you will be printing. The standard report name will be shown, however, if you wish to overwrite it with another title, you may do so.

You can also select to specify **"Fonts"** by <clicking> the "Down Arrow" (F2 by default) under the description of the report. The selections available will depend on the printer selected and the fonts attributable to that printer. Next, if the printer is a Color Printer, you may specify a color to print the report in. This provides the user with maximum flexibility in setting a style for various reporting options. Once you are satisfied with your selections for the printer, <click> on the **"Save"** button and the configurations defined for the printer will be saved for use with future print jobs.

If you have selected **"Display"** as your choice to send the report option to the screen for viewing, you may still control the Font selections being sent to the screen by <click> on the **"Fonts"** button under **"Display Settings."** After the settings are defined to your satisfaction, <click> on **"Save"** for use with future print jobs.

If you select **"E-Mail,"** this will cause the output to generate an e-mail to a specific recipient. On the Output Options screen, you will need to define the recipient of the e-mail in the **"To"** field. This is their e-mail address, not their actual name. The **"Subject"** field is automatically assigned the name of the report you will be generating, however, if you wish to overwrite it with another subject, you may do so.

NOTE

Be sure you have defined your **"E-Mail Host"** in the Output section of the Configuration Settings, otherwise, this e-mail feature will not be operational.

If you select **"Display,"** this will cause the output to generate the report to the screen.

If you select **"Text File,"** you will need to enter the report name in the **"File Name"** box. If it is a file that already exists, you can **"Browse"** for the file and mark this occurrence to **"Overwrite"** this file. This file format is a straight ASCII text file format which is different than the following choice.

If you select **"Excel File,"** you will need to enter the output file name in the **"File Name"** box. If it is a file that already exists, you can **"Browse"** for the file and mark this occurrence to **"Overwrite"** this file. This file format is in a Microsoft Excel compatible **(*.xls)** file format which is different than the previous choice. For the most part, all headings and page breaks will be omitted but all data will be exported to the Excel file format.

This will allow the user to gather the data directly from the accounting system and generate reports, create budgets and merge the information with other systems in an external spreadsheet format. The file format chosen was not purely for printing purposes but for data extraction purposes due to the wide range of report formats found throughout the **Infinity POWER** accounting modules.

INPUT SCREENS AND FIELDS

All **Infinity POWER** accounting modules utilize a **"word processing"** type of data entry capability for greater convenience. Therefore, no re-keying of data is necessary when errors are made. Instead the mouse, cursor keys and arrow keys may be utilized to simplify the whole process. This section addresses the ways to take full advantage of this capability.

Input Screens

All information is entered through **Input Screens**. These are the screens that appear after a particular menu option has been selected. Input Screens may vary in size and shape, and some will even appear as a ***"Pop-Up"*** window; but the way information is handled is consistent throughout.

All **Input Screens** consist of two parts:

- **Data Items**
- **Validation Options**

Data Items	Data Items consist of one or more input lines or fields of related information. That is to say that a single data item may contain multiple lines of information, such as four lines for an address.
Validation Options	After you have entered all of your information, you will validate it from the one of several types of validation button options. This differs based on where in the programs you are. It may be in the form of **"OK," "Save," "Accept" and "Submit."** The validation options appear on every screen you are working on. No information has been permanently saved to the disk until you <click> on the validation option. If you press the **ESC** key any time before you validate a screen or <click> on **"Cancel,"** no changes will be made to your files. All **Infinity POWER** modules allow you to add or change information. If you select an option in the ***"Add Mode"*** or the ***"Change Mode"*** the cursor will automatically start at the first data item on the screen.

Input Fields

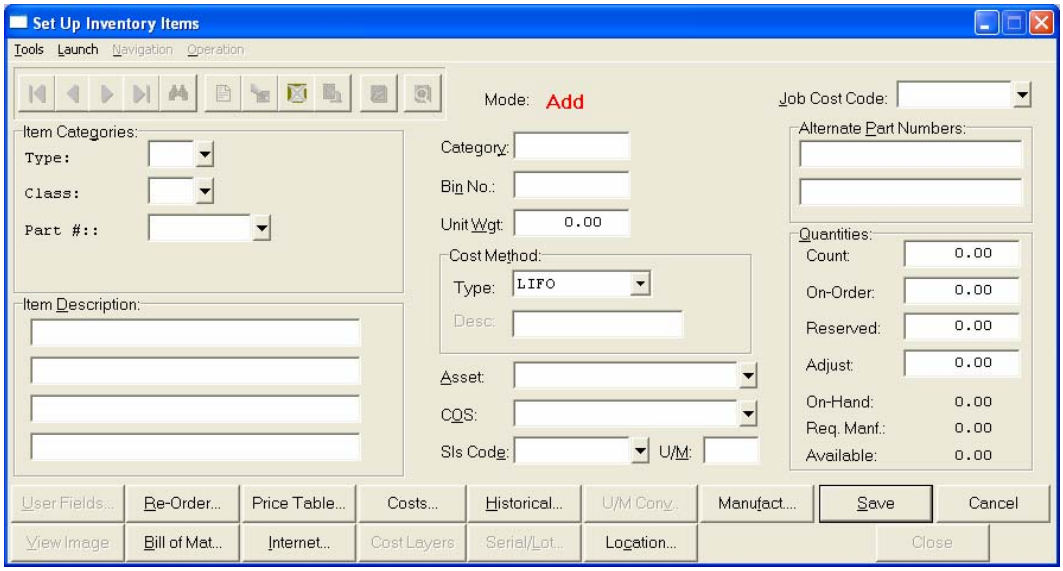
An **Input Field** is where the cursor is positioned on the screen waiting for the input of information. This may vary from a single letter, to a full line of description. The amount of space signifies the length of that particular input field. This area indicates the exact number of characters you may enter and keeps you from having to guess what will or will not fit into a field.

Fields requesting a **description** will have a blank space across the entire area of the field. Fields looking specifically for a **numeric** *(dollar or quantity)* input will have **"0s"** with the appropriate decimal places, if applicable, until you place your cursor on that field. Some fields are designed to have specific data already available for you to choose from. In these cases, you will have an arrow to <click> on and the available choices will appear. Highlight one of the choices and <click> on it to accept it.

Many data fields have a **"lookup"** validation function available. An example would be a data field requesting a General Ledger account or a transaction date. For these fields, pressing **F2** or the **"Input Help Key**" is available. By pressing **F2**, the system will display whatever valid data help is available for that data field.

Please read the screen carefully to verify what type of information the system is asking for. If you enter in the wrong type of information, the system will ***"display"*** and a warning message will appear at the bottom right of the screen to advise you of the type of information requested. A hint box is also located at the bottom left of the screen in the status bar, to define the data required for that field.

Descriptive fields will allow you to edit specific characters in a field without affecting any other characters in that field. However, numeric fields must have the complete entry entered each time to be accurate. The following screen illustrates the various types of single input fields available.



The example above shows the various input fields to give you an understanding of the size of the input field available. Only the field where your cursor is actually located will be highlighted on your screen. Each input field is referred to as a Data Item.

As you can see, the **Description** field is a ***"Descriptive Field"*** only. Any type of information may be entered into a descriptive field; numbers and/or letters. The **Type** and **Status** Fields are pull-down fields that contain specific data that you may choose from for this data input field. By <clicking> on the arrow, the box will open and display the choices available. Highlight and <click> on the answer that fits the purpose for this data field.

The **Contra** Field is an **"On/Off"** field. By <clicking> on the field a check mark will appear, signifying that the feature or option is turned **"on."** The ***"Beg. Bal."*** field is a ***"Numeric Field"*** only. The number of decimal places permitted is shown on the screen. Any other type of input will generate a warning at the bottom of the screen.

A dollar input field requires numeric entries. For example, **"one hundred dollars"** may be entered as either **"100"** or **"100."** The result will be the same **($100.00)**. Please note that when you input a negative amount in a numeric or dollar field, you have the option of placing the minus **(-)** sign either

REPORTS AND SEARCH ROUTINES

Infinity POWER products have been designed to generate volumes of important information critical to your business. This comprehensive information can be accessed easily and immediately in understandable report formats. These reports will vary from module to module, both in format and in the way various search routines may be used to generate them.

This section covers the many ways to extract information and the different formats that are available with this system. The better understanding you have of the various methods available, the more powerful the system will be to you.

Masking

Masking is the special technique utilized by the system for the specific selection of data records in report printing. Masking gives you the ability to design your reports to output only the specific information desired from a much larger information base. Masking in the **Infinity POWER** programs is the equivalent to a ***"Wildcard"*** command in DOS, Windows and UNIX. In fact, the standard ***"?"*** is used to ignore characters not desired from a field.

Before you set up any **Infinity POWER** module, please take the time to determine the ways you want to extract information, in report format, from the system. Preplanning is necessary to achieve your desired results later. For example, your firm has several locations, each desiring an Income Statement by location. By organizing and numbering the General Ledger account numbers in your Chart of Accounts in an orderly fashion, you will have the ability to ***"Mask"*** the Income Statement to report only those figures for a specific location. Otherwise, all information for the entire company would be reported together without the itemized detail.

Each location may be specified as part of your account number. When you select the reports you want to run, the system will ask ***"What is the Account Mask?"*** By entering the specific number or letter code for that particular location *(in the appropriate place)*, you have ***"masked"*** all other information **out** of this report. If no masking code is input, the entire company's information will be printed.

Only certain data fields within each particular **Infinity POWER** module will have masking capability. *(See the **System Overview** chapter of each **Program Manual** for the exact listing of which fields may be masked.)* These fields are the primary fields to pay particular attention to in your setup.

For example, in Manufacturing Inventory Management, you have the flexibility to determine the length and description of the inventory item number. This allows you to code certain segments of an item number to represent various meanings.

You may decide to use all **20** available characters for the part number, and also use all four possible breakdowns for the item numbers. The breakdown could like this, for example:

Name	Length
Category	4
Store #	4
Color	7
Item	5

What you have determined is that the first four characters of the item number will represent a ***"Category"*** of items. This way we can keep track of common items regardless of Store #, Color, or Item #. Keep in mind, this information can also be tracked through the use of the **Lot #** field and kept separately from the actual item number.

The Store # tells you at which store the item is located. The Color identifies the differences between similar items, and the Item # is the actual part # of the product. By using this configuration, the system can compile and print information in a number of ways.

You may select any number of combinations to determine the specific items to be included in this inventory report. By only including the number "**62**" in that particular location with either question marks or spaces throughout the rest of the line, the system will only include in the report those inventory items that belong to Store #62.

You may get even more elaborate by including multiple masks in your request line. The principle works the same no matter how many masks are entered. However, specific placement of your mask characters is key to accurate reporting.

Report Periods

Many reports produced by the system will allow you to specify a date range that you want the report to cover. Because the software keeps track of all transactions by date, this flexible feature is easy to utilize. By simply setting your system date to a date within the time that will be covered by the report, the system will calculate and report information accordingly. If date ranges are requested by the system, simply enter the beginning and ending dates for the report to cover.

For example, let's look at when you print a monthly sales code summary report in Accounts Receivable. By setting your system date to April 22, you are telling the system to print a summary of all transactions posted in Accounts Receivable for the accounting period which contains April 22, normally from the beginning of April through April 30th.

However, if you were in June and wanted to print a detailed transaction report beginning with April 30, the system would ask you the beginning and ending dates and ignore the system date. Always check your system date when posting transactions to the system **and** when printing reports because the dates used are extremely important.

Change Report Output Device

You may redirect any report within any **Infinity POWER** module to a different output device. This allows you the flexibility of changing to a different output device without any inconvenience. Before you execute any report within the system, simply press **CTRL O** or select **"File," "Output Options"** from the Menu Bar to select the desired output device. Each time you wish to change output devices, choose this option to select the new choice.

Search Routines

Search Routines are special methods that the system uses to retrieve information in different ways. There are many variations available to you and some practice may be necessary before you fully understand how they work.

There are three key words to keep in mind related to search routines.

- **Search**
- **Select**
- **Sort**

Each of these terms has a specific and unique meaning; though, at times, they may seem very similar.

Search	A *"**search**"* may be defined as the method of looking through a data file for a specific piece of information. Whereas, once you have ended your ***"search,"*** you may ***"select"*** items for use, and then ***"sort"*** them in a certain order.
Select	***"Select"*** may be defined as the choosing of an item or items to be included in your particular task. For instance, you may simply select *one* customer's record for inquiry in Accounts Receivable, or select a *range* of customers to print on a report.
Sort	***"Sort"*** may be defined as the order in which items are to be retrieved or printed out; a predefined method in ascending order. For instance, a customer list, once selected, could be sorted and printed either by their Customer Number or their Customer Name, depending on how the range of customers was selected. The range of customers, whether by name or number, defined how the reports will be printed. The system will use the ascending order for most reports, except for some ranking reports where the reverse order would apply.

PREPRINTED FORMS

Many **Infinity POWER** modules utilize various **Preprinted Forms**. Each system will allow you to select which form you would prefer to use in the Configuration of each system. There will always be a specific form name that is related to each form utilized by the system that must be entered.

DPAForms' business forms will be illustrated in the **DPAForms** catalog in the Product Kit or on the CD-ROM. If you find that customization of your forms is necessary, **DPAForms** can adjust any preprinted form to meet your specific form printing need. Most of the forms illustrated in the **DPAForms** catalogue are also available in **"Laser Form"** format.

Contact **DPAForms** for more information on the Data Pro Accounting Software forms.

DPAForms
111 Second Avenue NE
Suite 1220
St. Petersburg, Florida 33701

800-660-8605 Voice
727-803-1539 Fax

General inquiries may be sent to **support@dpaforms.com**.

If you have any questions and would like to speak to a **DPAForms** advisor, call us Monday through Friday 9:00 am to 6:00 pm EST at 800-660-8605.

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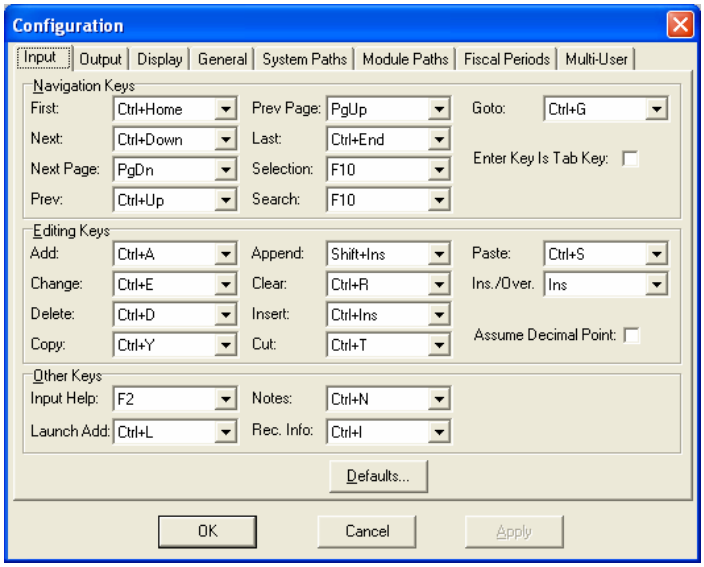
CHAPTER 4 CONFIGURATION & INTERNATIONALIZATION

This chapter discusses the use and set up of Input options, Output options, Display options, System Paths, Module Paths, Internationalization, Fiscal Periods and General Information. These are key features that should be seriously reviewed and implemented during the normal use of the software products.

INPUT OPTIONS

The ***"Input"*** option allows you to define special keys to maneuver through screens and to edit fields with. These **"keys"** are user-definable, however, they are set to defaults upon implementation of the program. If you decide to change them, you may set them back to the defaults at any time by <clicking> on the **"Defaults"** button.



The available hot keys are shown below:

CTRL + A - CTRL + Z
F1 - F12
CTRL + F1 - CTRL + F12
SHIFT + F1 - SHIFT + F12
SHIFT + CRTL + F1 - SHIFT + CTRL + F12
INS
CTRL + INS
SHIFT + INS
DEL
CTRL + DEL
PGUP
CTRL + DOWN
CTRL + UP
PGDN
SHIFT + BKSP
SHIFT + ALT + BKSP
CTRL + HOME
CTRL + END
SHIFT + DEL

NOTE

Do not to assign the same hot key to more than one function. Each function, whether it is navigation or editing, must have its own separate hot key. The following sections describe the Navigation Keys, Editing Keys and Other Keys.

NAVIGATION KEYS

The **Navigation Keys** are used to maneuver through the **Infinity POWER** programs. You may use these keys instead of using the **Navigation Tool Bar** or the **Tools** option. They are considered **"hot keys"** that will move you immediately without the use of multiple <clicks> or keystrokes.

The following are descriptions of each of the navigation keys, which may be found when creating, changing, deleting or inquiring on a record.

First (Default - CTRL + Home)	The **First** key is available on all record retrieval screens. When you assign a hot key to this function and use it, it will take you to the first record in the file. This may be used on inquiries, changes, deletions and copying of records.
Next (Default - CTRL + Down)	The **Next** key is available on all record retrieval screens. When you assign a hot key to this function and use it, it will take you to the next record in the file. This may be used on inquiries, changes, deletions and copying of records.
Next Page (Default - PgDn)	The **Next Page** key is available on any screen in which a scrolling screen of detail is present. When you assign a hot key to this function and use it, it will take you to the next page of scrolling screen detail lines.
Previous (Default - CTRL + Up)	The **Previous** key is available on all record retrieval screens. When you assign a hot key to this function and use it, it will take you to the previous record in the file. This may be used on inquiries, changes, deletions and copying of records.
Previous Page (Default - PgUp)	The **Previous Page** key is available on any screen in which a scrolling screen of detail is present. When you assign a hot key to this function and use it, it will take you to the previous page of scrolling screen detail lines.
Last (Default - CTRL + End)	The **Last** key is available on all record retrieval screens. When you assign a hot key to this function and use it, it will take you to the last record in the file. This may be used on inquiries, changes, deletions and copying of records.
Selection (Default - F10)	The **Selection** key is available on all record retrieval screens. When you assign a hot key to this function and use it, it will take you to a screen to that lists the records and their available sorts. You may search by any of the available sorts by <clicking> on the sort tab description. You may enter a description to search for or use your arrow keys to maneuver through the listing. This may be used on inquiries, changes, deletions and copying of records.
Search (Default - F10)	The **Search** key is available on any scrolling screen window retrieval screens. When you assign a hot key to this function and use it, it will take you to a window to define your search criteria. Enter a string of text to search for and select how to search for it based on the direction, up or down and whether the string of text is a case match or wrapping search.

Goto **(Default - CTRL + G)**	The **Goto** key is available on any scrolling screen window retrieval screens. When you assign a hot key to this function and use it, it will take you to a window to define a line number to go to. Enter a valid line number and <click> on **"OK"** to begin the function.
Enter Key is Tab Key **(Default - Off)**	The **TAB** key is generally the method of movement between fields in a Windows setting. If you wish to allow the movement between fields to be executed through the use of the **ENTER** key, <click> on this check box to activate it. In doing this, both the **TAB** key and the **ENTER** key will move you from field to field in all the **Infinity POWER Windows Graphical Version** modules.

EDITING KEYS

The **Editing Keys** are used as operational tools throughout the **Infinity POWER** programs. You may use these keys instead of using the **Operations Tool Bar** or the **Operation** option. They are considered **"hot keys"** that will perform operations without the use of multiple <clicks> or keystrokes. The following are descriptions of each of the editing keys, which may be found when creating, changing, deleting or inquiring on a record.

Add **(Default - CTRL + A)**	The **Add** key allows you to add a record once an operation has been selected. Once an operation is selected, you will be in an **"Inquiry"** mode. You may use this hot key to automatically go to **"Add"** mode.
Change **(Default - CTRL + E)**	The **Change** key allows you to change a record once an operation has been selected. Once an operation is selected, you will be in an **"Inquiry"** mode. You may use this hot key to automatically go to **"Change"** mode.
Delete **(Default - CTRL + D)**	The **Delete** key allows you to delete a record once an operation has been selected. Once an operation is selected, you will be in an **"Inquiry"** mode. You may use this hot key to automatically go to **"Delete"** mode.
Copy **(Default - CTRL + Y)**	The **Copy** key allows you to copy a record once an operation has been selected. Once an operation is selected, you will be in an **"Inquiry"** mode. You may use this hot key to automatically go to **"Copy"** mode.
Append **(Default - Ins)**	The **Append** key allows you to append a blank record for data entry to the end of a detail record scrolling screen.
Clear **(Default - CTRL + R)**	The **Clear** key allows you to clear all the fields on the current detail line of a scrolling screen record.
Insert **(Default - CTRL + Ins)**	The **Insert** key allows you to insert a blank detail line above the current detail line you are on in a scrolling screen.
Cut **(Default - CTRL + T)**	The **Cut** key allows you to cut *(remove)* the current detail line and save it for pasting later in a scrolling screen.
Paste **(Default - CTRL + S)**	The **Paste** key allows you to paste *(add)* a current detail line from a previously copied or cut detail line in a scrolling screen.

Ins/Over **(Default – Ins)**	The **Ins/Over** key allows you to toggle back and forth between **"insert"** mode and **"overwrite"** mode.
Assume Decimal Point **(Default- Off)**	This data item will allow you to choose if the entire system should assume decimal points in figures or not.

OTHER KEYS

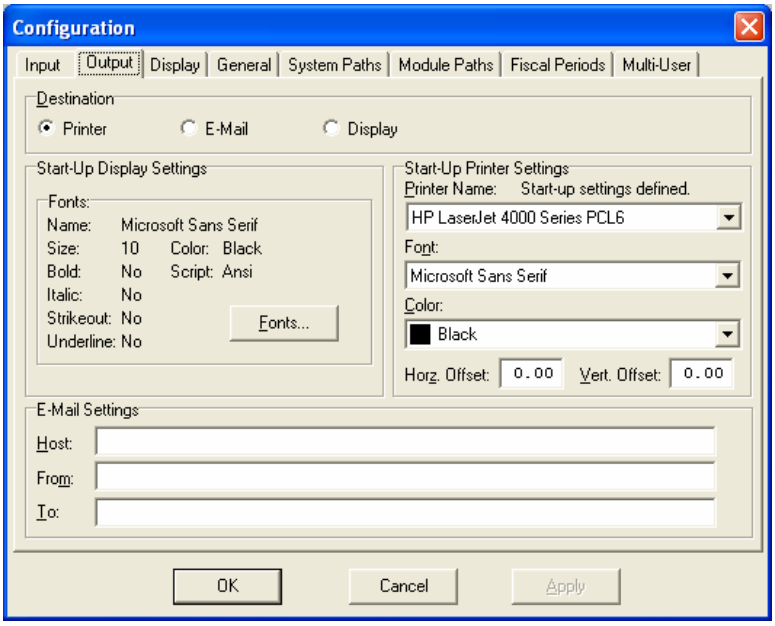
The **Other Keys** are used as additional features throughout the **Infinity POWER** programs. They are considered **"hot keys"** that will perform operations without the use of multiple <click>s or keystrokes. The following are descriptions of each of the keys, which may be found when creating, changing, deleting or inquiring on a record, as well as printing of reports.

Input Help **(Default - F2)**	The Input Help hotkey is used in a variety of manners. It is a help key to use on data fields which require specific information such as chart of account numbers, customer numbers, vendor numbers, sales codes, employee numbers, tax tables, etc. By using the Input Help hotkey, you can search for and select items for beginning and ending account ranges in reports.
Notes **(Default – CTRL + N)**	This will allow you to view **"Notes"** on the Master files in the **Infinity POWER** system. To gain access to a note file, go to any record in a Master File, such as, Customer File, Vendor File, Inventory Item File and bring up a record in either ***"Inquiry Mode"*** or ***"Change Mode."*** Then press this key combination to access the Notes File.
Rec Info **(Default – CTRL + I)**	This will allow you to view **"Record Creation/Modification Information"** on a record in the **Infinity POWER** system. To gain access to this information, go to any record in a File and bring up a record in either ***"Inquiry Mode"*** or ***"Change Mode."*** Then press this key combination to access the Record Information.

Once you have defined all the hot keys on the **Input** options screen, you can <click> **"OK"** or **"Apply"** to save your changes or **"Cancel"** to abort them. The **"Defaults"** button is used to put all the hotkeys back to default choices that came with the programs.

OUTPUT OPTIONS (XX0303)

The **Output** options allow you to define information regarding your output or printing options. This consists of the default **Destination** and the **E-Mail** settings. This Output tab is accessed by selecting **File>Configuration>Output** tab.

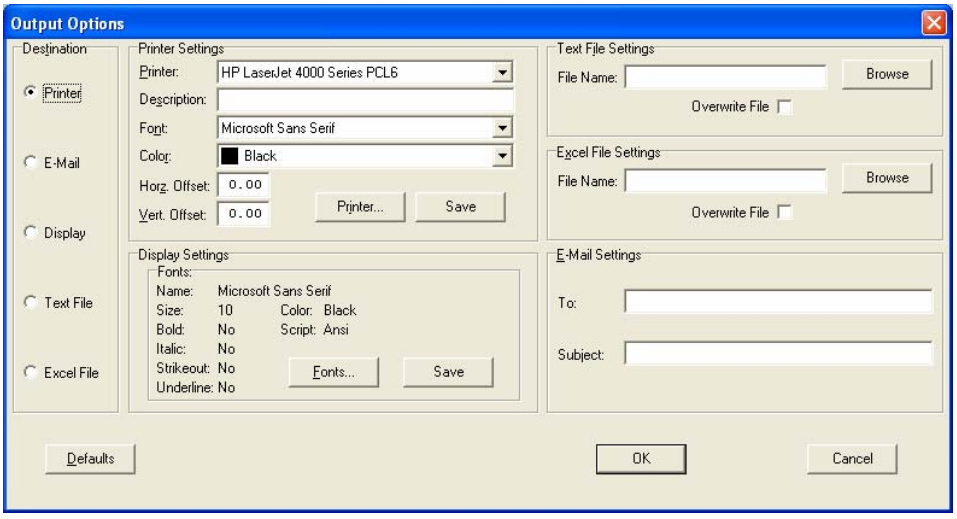


They are described below:

DESTINATION	
Destination	Your choices for default destination are **Printer, E-Mail** or **Display**. When you choose **Printer**, it assumes the default printer set up in the Windows system. If **E-Mail** is selected, the e-mail settings must be defined so that the mail host is defined for the sending of mail. If **Display** is selected, all reports will display on the screen. You can change the font to the default printer. If authentication is required on e-mail, enter in the form of **emailaddress;username;password**. Ex: support@companyemail.com;username;password
START-UP DISPLAY SETTINGS	
Start-Up Display Settings	These options allow a user to select the default font and attributes when **Display** is selected as the output option.
Fonts	The Fonts section displays the default font, size, and attributes. Click the Font button to select a different font. Click the **Fonts** button to change the font style, font color, point size and other attributes that will display on the screen.
START-UP PRINTER SETTINGS	
Start-Up Printer Settings	These options allow a user to change the default printer set up in Windows to another valid printer before a print job is sent from the **Infinity POWER** system. You can also select the desired font style and font color.
Printer Name	Click the pull-down menu to select the desired default printer. This may be a local or a network printer, depending on your system wide hardware configuration.
Font	Click the pull-down menu to select the desired default font.
Color	Click the pull-down menu to select the deired default font color.
Horz. Offset	This option is used to manually adjust your form or report by adjusting the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment to the right, a negative value will adjust alignment to the left.

Vert. Offset	This option is used to manually adjust your form or report by adjusting the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment down, a negative value will adjust alignment up.
E-MAIL SETTINGS	
Host	This defines the SMTP Mail Host to use to send the outgoing mail. A mail host must be up and operational for this feature to work. Please be aware that not all Internet access providers provide SMTP services. Check with your Internet access provider to ensure you have access to SMTP mail services. Enter the SMTP Mail Host. For example in the form of: **smtp.companyname.com**
From	This defines who the E-Mail is coming from. This is an e-mail address, not just a name. If your ISP's SMTP Server requires e-mail authentication, you must enter a username and password following the SMTP Mail Host. For example: **support@companyname.com;username;password**
To	This defines whom the E-Mail is going to. This is a default setting and may be overridden at the time of the report. This is an e-mail address, not just a name. **customer@companyname.com** **NOTE:** If you are still encountering errors with your host e-mail account, the problem may be related to your anti-virus settings. You may need to disable any **WormStopper** or **ScriptStopper** options which restrict outbound e-mail communication from applications **NOT** registered as your primary e-mail client.

You can also access the Output Options screen by selecting **File>Output Options** or from any module where you are prompted to print either a report or form.



DESTINATION	
Destination	Your choices for default destination are **Printer, E-Mail, Display, Text File, or Excel File**. When you choose **Printer**, it assumes the default printer set up in the Windows system. If **E-Mail** is selected, the e-mail settings must be defined so that the mail host is defined for the sending of mail. If **Display** is selected, all reports will display on the screen. You can change the font to the default printer. If **Text File** or **Excel File** is selected, you will need to name the file and or Browse to an existing file. **emailaddress;username;password**. Ex: support@companyemail.com;username;password
PRINTER SETTINGS	
Printer Settings	These options allow a user to change the default printer set up in Windows to another valid printer before a print job is sent from the **Infinity POWER** system. You can also select the desired font style and font color.
Printer	Click the pull-down menu to select the desired printer. This may be a local or a network printer, depending on your system wide hardware configuration.
Description	Describes the form or report that is being printed. Ex: W-2
Font	Click the pull-down menu to select the desired default font.
Color	Click the pull-down menu to select the deired default font color.
Horz. Offset	This option is used to manually adjust your form or report by adjusting the alignment in fractions of an inch. The default offset value is set to **0.00**. A positive increase will adjust alignment to the right, a negative value will adjust alignment to the left.
Vert. Offset	This option is used to manually adjust your form or report by adjusting the alignment in fractions of an inch. The default offset value is set to **0.00**. A positive increase will adjust alignment down, a negative value will adjust alignment up.
Printer Button	Clicking the **Printer** button allows you to change the properties and attributes specific to the printer that is currently selected.
Save Button	Clicking the **Save** button will save the changes made to the Printer Settings options.
DISPLAY SETTINGS	
Display Settings	These options allow a user to select the default font and attributes when **Display** is selected as the output option.
Fonts Button	The Fonts section displays the default font, size, and attributes. Click the **Fonts** button to change the font style, font color, point size and other attributes that will be displayed on the screen when **Display** is selected as the Output destination.
Save Button	Clicking the **Save** button will save the changes made to the Display Settings options.
TEXT FILE SETTINGS	
Filename	Enter the filename you want the created text file to be named.
Browse	Click the Browse button to select an existing file.
Overwrite File	Check this box when you enter the name of an existing file in the Filename field and you want to overwrite the existing file.
EXCEL FILE SETTINGS	
Filename	Enter the filename you want the created excel file to be named.
Browse	Click the Browse button to select an existing excel file.

Overwrite File	Check this box when you enter the name of an existing file in the Filename field and you want to overwrite the existing file.
E-MAIL SETTINGS	
Host	This defines the SMTP Mail Host to use to send the outgoing mail. A mail host must be up and operational for this feature to work. Please be aware that not all Internet access providers provide SMTP services. Check with your Internet access provider to ensure you have access to SMTP mail services. Enter the SMTP Mail Host. For example in the form of: **smtp.companyname.com**
From	This defines who the E-Mail is coming from. This is an e-mail address, not just a name. If your ISP's SMTP Server requires e-mail authentication, you must enter a username and password following the SMTP Mail Host. For example: **support@companyname.com;username;password**
To	This defines whom the E-Mail is going to. This is a default setting and may be overridden at the time of the report. This is an e-mail address, not just a name. **customer@companyname.com** **NOTE:** If you are still encountering errors with your host e-mail account, the problem may be related to your anti-virus settings. You may need to disable any **WormStopper** or **ScriptStopper** options which restrict outbound e-mail communication from applications **NOT** registered as your primary e-mail client.

Special Printing Considerations

If this printer is used for other printing besides checks, your first step is to make a copy of that printer in Windows.

Specify Fonts	The **Specify Fonts** option allows flexibility in choosing a specific font for the currently selected printer. Initially, the font choices are set to the defaults. **Infinity POWER** reviews the available fonts in your system and chooses the best match to print the selected report. There is an **80** column and a **132** column fixed pitch drop down list that will be displayed. You may choose a specific font or leave it set at default. The system will retain the changes made to the font selection until they are changed again by the user.
Description	The **Description** is the default report name for the report you are about to print. You may leave this as the default or you may change it according to your needs.
E-Mail Settings	The E-Mail settings require that you define the following information: Host This defines the SMTP Mail Host to use to send the outgoing mail. A mail host must be up and operational for this feature to work. Please be aware that not all Internet access providers provide SMTP services. Check with your Internet access provider to ensure you have access to SMTP mail services. Enter the SMTP Mail Host. For example in the form of: **smtp.companyname.com** From This defines who the E-Mail is coming from. This is an e-mail address, not just a name. If your ISP's SMTP Server requires e-mail authentication, you must enter a username and password following the SMTP Mail Host.

	For example: **support@companyname.com;username;password** To This defines whom the E-Mail is going to. This is a default setting and may be overridden at the time of the report. This is an e-mail address, not just a name. **customer@companyname.com** **NOTE:** If you are still encountering errors with your host e-mail account, the problem may be related to your anti-virus settings. You may need to disable any **WormStopper** or **ScriptStopper** options which restrict outbound e-mail communication from applications **NOT** registered as your primary e-mail client.
Default	Clicking the **Default** button will reset all the printer and display settings to the original default settings.

To Change Printer Settings:

1. On the bottom left corner of your Windows screen,<click> the Windows' **Start** button and select the **Settings>Printers** menu option.
2. <Click> on **Add a Printer**, and add the printer exactly the same as you have the other setup. This will create a printer with the same name, and **COPY 2** attached to it.
3. Once the copy has been created, or if this printer is used solely for check printing, <right-click> on the copy and select the **Properties** button.
4. Select the **Paper** tab. Under the paper tab there is a selection of different paper sizes, follow the bar to the far right until you see the option for Custom paper size.
5. <Click> on **Custom paper**. Set the paper Width to **850**, and the paper Length to **700**. Be sure the Unit is set to **0.01 Inches**.
6. <Click> the **OK** button.
7. <Click> **Apply** button, then <click> the **OK** button. Close the Printer window.
8. Once back in the Infinity POWER Windows program, go through the check printing process – when prompted to print, select the printer you just set up – **COPY 2**.
9. Once that printer is selected, go into the **Properties** button and select the **Paper** tab.
10. Ensure the settings you just created are still there! 800 Width, 700 Length, and 0.01 Inches. Then, continue to print.

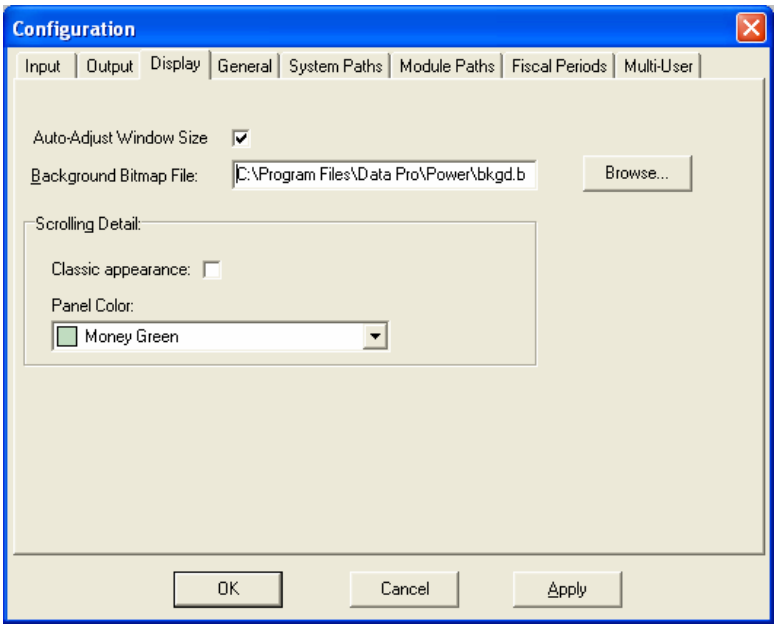
NOTE

Remember, whenever you are printing checks or forms with a length of 7", select the **COPY 2** of the printer & check your paper settings each time as Windows may not save those settings!

11. Once you have finished the Output options screen, you can <click> the **OK** button or the **Apply** button to save your changes, or <click> the **Cancel** button to close the window without saving any changes.

Display

The Display options allow you to select a customized background image in the form of a bitmap file. Each company can have a different image, which enables users to quickly recognize which company they are logged into when they are in the accounting system.



The **Display** options are defined below:

Auto Adjust Window Size	You may turn this option on or off by simply <clicking> on the check box. When turned **"on"** the window size of the input screens are automatically scaled to a **"standard" 640 x 480** screen resolution. If you are using higher resolutions on your display monitor and want to keep the size of these boxes smaller, do not <click> on this option.
Background Bitmap File	You may use a bitmap, as a background for the Windows Graphical Desktop area. There is one bitmap included with the programs called **"dpbkgd.bmp"** and it is established as the default background setting as shown on the following screen. However, you may **"Browse"** and find another bitmap of your choice if you have saved them on your PC or network system. Any type of **"bmp"** file can be used.
Scrolling Detail Setup	You may change the scrolling detail dialog boxes colors by selecting a color from the **Panel Color** dropdown option. A different color may provide a user interface which is easier to view throughout all applications. If you prefer the standard format, simply select the **Classic appearance** option.

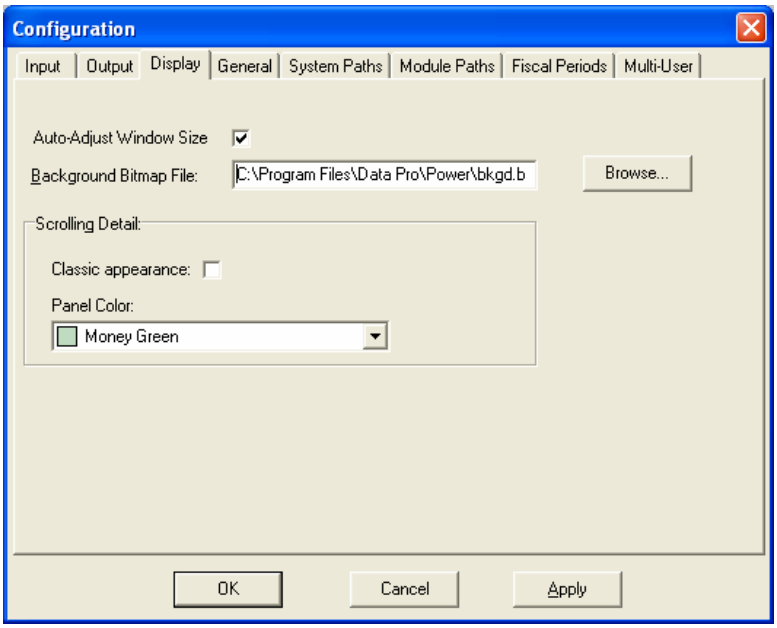
This is very useful in making it very obvious to users which set of company data files that they are posting transactions to or printing reports from by the background that appears on the screen.

Many companies will actually take a digital picture of their various company offices or storefront locations and insert them into this field so that it is easy for them to recognize which company is active during processing. Many mistakes in posting can be avoided by using this technique to distinguish each active company.

To configure a different bitmap file:

1. <Click> the **File** menu and select the **Configuration** menu option. The Configuration window displays.

2. <Click> the **Display** tab. The Display tab, as shown below, appears.
3. Enter the **file name** with its data path or <click> on the **Browse…** button to select the actual data path and file name.



4. Once you have finished the Display options screen, you can <click> the **OK** button or the **Apply** button to save your changes or <click> the **Cancel** button to close the window without saving any changes.

To configure a scolling detail color:

1. <Click> the **Panel Color** dropdown menu option and select the color you prefer from the menu.
2. <Click> the **Apply** button. The scrolling detail dialog boxes colors are not set to that color.

GENERAL OPTIONS

This section describes the general options of all **Infinity POWER** modules. When you install your **Infinity POWER** programs, the recommended configuration *(default system)* will be automatically established. However, you may change these settings by using the various options described below.

Always Align Print Forms	There are some **Infinity POWER** modules, which require the use of one or more forms to perform certain options. During the initial setup of each of these modules, you must specify the forms that you have selected to use. This option controls whether or not you will have the ability to test the alignment of your forms each time an option is selected which requires the use of forms. Additionally, when the program prompts for the alignment test, you may also change the current form in use. Therefore, you have the flexibility to change it on the fly instead of going to the Master Configuration first. If you type in a form name that is not valid, the system will display a **"near match"** window that shows all of the forms currently loaded on your system. This list will only include the forms for the specific module you have loaded and therefore, are available for use. **NOTE:** You must pay attention to the specific form name you load in this option. The system will display, for instance, all of the forms that work with the Accounts Receivable

	module. This would include all of the variations of invoices and statements. If you load a statement form file during the loading of an invoice option, you will be allowed to proceed, but will receive an **Internal Error** warning message at the end of the invoicing cycle. The problem will be that the customer files and inventory items will be processed as normal, but you will not have an invoice that matches. In this example, you would then need to load the correct form file for your system and then use the option to **"Re-Print Invoices."** In Accounts Payable and Payroll, however, this is not an option. Therefore, great care should be taken to not place the wrong form file in memory before executing these options. The default value is <clicked> **"off**," which indicates an alignment test will only be provided the first time a specific form is required in the modules. Subsequent selections of the same option and form will not provide the alignment test until another module is loaded first and then you return to the same option. If this option is <clicked> **"on,"** the alignment test will be provided each time a form is required. It is recommended that if you will be using the same printer for both plain paper reports and forms, this option should be <clicked> **"on."** For those systems that have a dedicated printer that will always contain the same form, <clicking> **"off"** this option will bypass an unnecessary step.
Initial System Date is Calendar Date	When you enter your system, you will find that all **Infinity POWER** programs default to the last system date used within the system. For instance, if the system date that was last used to process any information was December 6th, the next time you enter the program, the system date will be December 6th. This is designed to prevent you from accidentally posting information to the wrong accounting period. Since much accounting is done behind the current calendar date, this is a very important feature to be aware of. If you desire, this option will have the program read the calendar date from the **"clock/calendar"** on your computer system and use it, instead, as the default date when you enter the program each time. You should be cautious when using this feature to make sure that your computer **"clock/calendar"** is set correctly each day. It is not uncommon for computers to lose their general configuration and **"forget"** the accurate system date. Even if this feature is used, it still does not supersede the fact that accounting entries will continue to be posted to the period in which the system date is set. Therefore, if you are performing accounting entries that belong in a prior accounting period, make sure to press the **F3** key and change the system date to the proper accounting period first.
Current Date/Time on Reports	This option is designed to assist you in tracking which version of a specific report you have run from the system. In accounting, it is not uncommon to run a report several times to see results as you make adjustments to the system. By <clicking> **"on"** this option, the system will include the current **"clock/calendar"** date and time at the top left of each report printed. Since many reports are run well after the fact of their occurrence, this lets you know when they were actually run and how current the information on them should be. As usual, all reports will continue to display the **"System Date"** at the top right of the reports. This is the date that is actually used in the generation of the report. The **"Calendar Date"** only reflects when it was printed.
System Date Change Limit	The **System Date Change Limit** feature is designed to allow you to prevent other users in your system from changing the system date to prior accounting periods that have been closed. All **Infinity POWER** programs allow the flexibility to simply press the **F3** key to change

	the system date and access prior period's information. This flexibility includes the ability to make changes in a prior accounting period and have them reflected through the current period's information. In some instances though, as an owner or administrator of the accounting system, you may want to prevent access to prior accounting periods. You may secure this information by using this feature. By selecting the option ***"System Date Change Limit:,"*** you may enter a date that you want as the ending date of the **"lockout"** period. In other words, the date that is to be entered here will be the last date of the lockout period. For example, if you do not want anyone to make changes prior to November 1 of the current year, then the date entered here should be October 31 of the current year. This will prevent anyone from accessing data prior to November 1 of the current year. This includes accessing data from prior years as well. Typically, if you are going to use this feature you will want to continually adjust this date each month as you go through your fiscal year. You may, however, adjust this date at any time and allow access to prior periods by simply adjusting this date. If a user on the system enters a date that is prior to this ending date, an error message will be displayed at the bottom right of the screen stating: **>>Date Prior to XX/XX/XX Not allowed. <<** **NOTE** The "XX/XX/XX" represents the ending date you have specified in your Configuration.
User-Defined Fields	This is a **Configuration** setting that controls the ability of users to implement additional data fields into master files in any **Infinity POWER** module. There are multiple steps involved in implementing this option. This question simply provides the overriding control as to whether the feature should be available or not. Therefore, if it is <clicked> **"on,"** users will be able to add additional fields to the files. If it is <clicked> **"off,"** then no ability will be provided in the other options. Once added to the data files, these new fields will be accessible in the module in which they were added and will be available to the **Infinity POWER Report Writer** module for use in customized reporting.

SYSTEM PATHS (XX0302)

The ***"System Paths"*** options allow you to specify the use of different disk drives and/or paths *(subdirectories)* for Special Programs and Data Files. The default configuration option sets up one subdirectory where data files will reside. If you have no special security needs or placement of specific program data files, such as General Ledger and Payroll, in a separate set of directories or drive locations, then this is the configuration option to use.

Should your needs require unique directories to separate multi-company data files, or if you need to separate various accounting program data files, the ***"Module Paths"*** option allows greater flexibility. You may place specific accounting data files in either different subdirectories or on various drive assignments and/or **Windows NT/2000/XP/2003** or **SCO UNIX/Linux** file systems.

Depending on your specific operating system configuration, typically a Local Area Network **(LAN), Windows NT/2000/XP/2003** or **SCO UNIX/Linux** server, you may assign specific security rights that would allow only specific users or groups of users the rights to these defined subdirectories or drive assignments.

The function of this feature serves to protect sensitive accounting data in a multi-user environment. In many cases, a combination of these two options will be exactly what the user is looking for. For instance, you may only want to secure the General Ledger and Payroll files away from most users on the system. Therefore, you would use the option ***"Module Paths"*** to specify the paths for just these two modules.

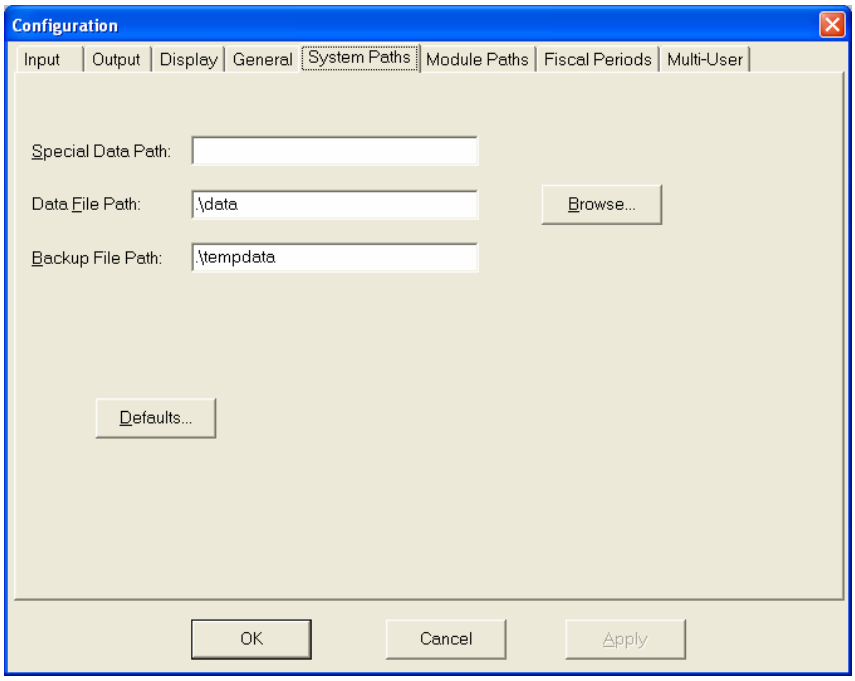
You would then use the option ***"System Paths"*** to define the default data directory for the rest of your accounting files. This would include files such as Accounts Payable, Purchase Orders, Inventory, Sales Orders and more. The system first looks to see if a specific path has been set for each set of accounting module data files.

If nothing specific has been defined in the option ***"Module Paths,"*** the system will automatically default to the path that has been defined in the ***"System Paths"*** option.

To Set the System Paths:

"Set System Paths," is the default option to specify paths for both programs and data files. When this tab is selected, the following screen will appear:

1. <Click> the **File** menu and select the **Configuration** menu option. The Configuration window displays.
2. <Click> the **System Paths** tab. The System Paths tab, as shown below, appears.



The following table describes the System Paths tabbed page details:

Special Data Path	This option allows you to configure a subdirectory for any additional **Infinity POWER** programs designed to enhance the standard modules. The system will automatically assume the current directory for the normal program files. There is no need to specify the drive assignment and subdirectory for these files.
Data File Path	If your data files are stored in the same subdirectory as the program files, the **Data File Path** would be blank or the same as the Special Programs. Otherwise, specify the new subdirectory using the same format. The default configuration that is set by the Installation program defines all data to be stored in a subdirectory beneath the **POWER** or program subdirectory called **"DATA."** The default settings would look like **.\data**.
Backup File Path	This option allows you to configure a subdirectory for the **Infinity POWER** programs backup and restore sessions. The system will automatically assume the current directory for the backup and restore procedures. This must be set up for session backups to work properly.

3. You may select the **Browse…** button that allows you to view all of your drives and subdirectories. Locate the correct drive and/or subdirectory and select the OK button. Once you have assigned the correct path in one module's definition, you can copy and paste the same path to other module's assignment.

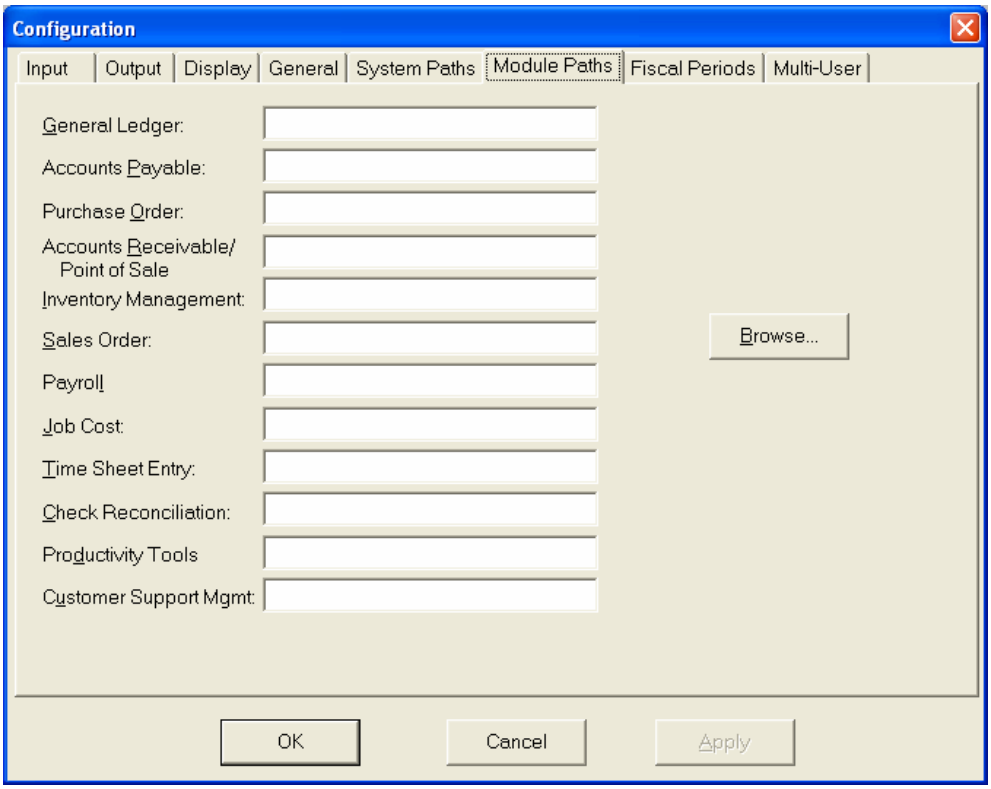
NOTE

Before you specify a pathname, the path must exist. Once you have validated changes, we recommend that you refresh the company files by pressing the **F4** key and validating.

4. To restore the default settings, <click> on the **Default** button.
5. <Click> the **OK** button or the **Apply** button to save your changes or <click> the **Cancel** button to close the window without saving any changes.

Module Paths (XX0310)

"Module Paths" provide the ability to specify a unique data path for each of your accounting modules. When this tab is selected, the following screen displays. Module paths must be exact path of data location (i.e. g:\power\data).



To Change Module Paths:

1. <Click> the **File** menu and select the **Configuration** menu option. The Configuration window displays.
2. <Click> the **Module Paths** tab. The System Paths tab, as shown above, displays.
3. Move your cursor to the module you want to specify a different path for and enter the format in the same manner as previously described for the option ***"System Paths."*** You may pick several different configurations or just one. If none are specified, the system will default to the path specified in the option ***"System Paths."***

OR

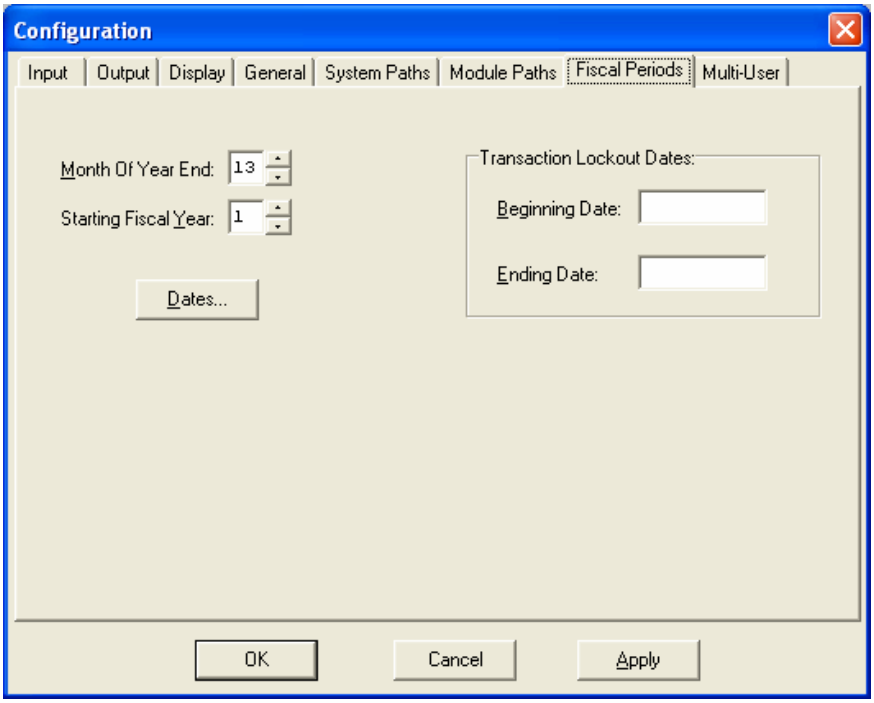
4. You may select the **Browse…** button that allows you to view all of your drives and subdirectories. Locate the correct drive and/or subdirectory and select the **OK** button. Once you have assigned the correct path in one module's definition, you can copy and paste the same path to other module's assignment.

NOTE

Before you specify a pathname, the path must exist. Once you have validated changes, we recommend that you refresh the company files by pressing the **F4** key and validating.

FISCAL PERIODS (XX0311)

Use this option to specify a date range for each of your accounting periods. This option applies **ONLY** if you use **"13 Period"** accounting.



All **Infinity POWER** modules offer the ability to allow you to track your accounting by either **12** periods *(months)* or **13** user-definable periods, per fiscal year. Depending on the nature of your business, you simply need to specify your choice at the time you create your company file. If you have any questions regarding which method you should be using, you should see your accountant for advice. These two methods have two distinct ways of tracking information and there are sound accounting reasons why your company would choose one of these two methods.

One major advantage of **13** period accounting is that you have the ability to always compare information on an even basis because your periods of time are always consistent. It is very common to set up the **13** periods in **28** day increments. Therefore, when you are comparing information on a period to period basis, you normally have the same amount of time being compared.

This does not, however, mean that you must always specify that each fiscal period be set to a **28** day increment. Each period may have its own unique number of days. One period may be **25** days, while the next is **33** days. It purely depends on your business needs. The only requirement is that the whole fiscal year be accounted for within the **13** periods allocated.

The **Infinity POWER** programs allow you to set up five **(5)** full years at a time when you specify that you want to use the **13** period method of accounting. The following section steps you through the screens that you will see when you are setting up the **13 Period** configuration.

NOTE

In some options, such as the ***"Quarterly Income Statement"*** in the General Ledger will not be available due to the change in the number of accounting periods. Reporting mechanisms throughout all modules that have **"quarterly"** functions are designed for companies with twelve periods.

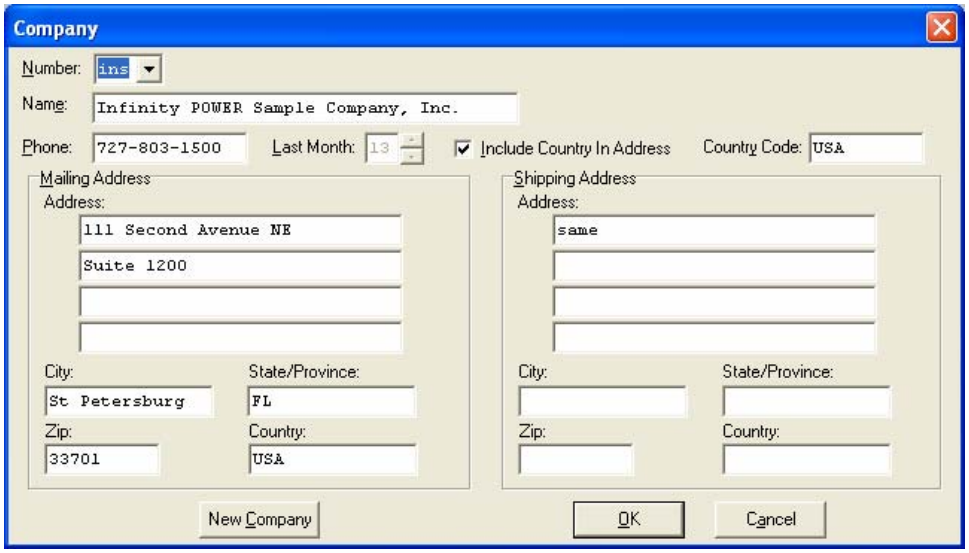
However, if Quarterly Reporting is desired, many companies can take their **13 Period** accounting data files and use the **"consolidation"** feature in General Ledger and consolidate their data into a temporary company that is set up for **12 Period** accounting. Quarterly reports could then be run from this consolidated company when desired.

When you press the **F4** key to ***"Create or Change a Company,"*** you have the ability to enter your normal overhead information such as Company Name, Address, Phone Number, etc. A question on the screen asks you to specify the **"Last Month of Year."** This question will only be prompted the first time you set up a Company.

If you plan on changing your **"Month of Year End,"** it will be done through the **"Fiscal Period"** option. This means you must tell the system the last month of your fiscal year.

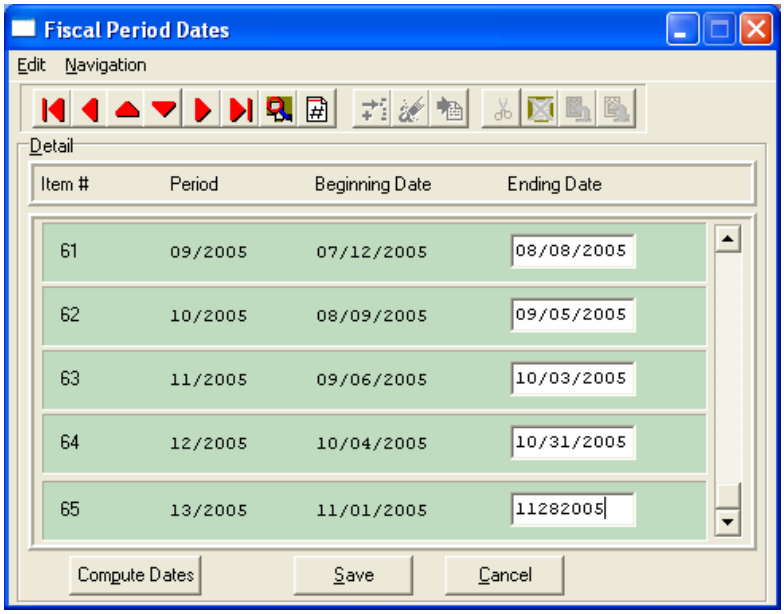
For instance, entering the number **"6"** tells the system that your fiscal year ends in June. An entry of **"12"** specifies that the fiscal year ends in December. However, if you specify the number **"13,"** you are telling the system that you are not using the normal calendar fiscal periods ***(months)*** method of accounting. You are now specifying that the system will track its fiscal periods based on the information you are about to enter into the system.

The following screen illustrates the normal ***"Create a Company"*** option and shows where the number **"13"** should be entered for the data field **"Last Month."**



Once you have entered the company overhead information on the screen, you will need to <click> on the **OK** button to validate. After you have validated this screen, you will be returned to the place in the programs you were prior to selecting this option.

Please be aware that the System Administrator option ***"Fiscal Periods"*** should be used to set date ranges by period. This is **required** for **13 Period Processing** to become active! You will only have access to this menu option if the company you have loaded is set to **13 Period** accounting. Otherwise, an error message will be displayed if you attempt to access this option. If the current company that is loaded is set to **"13,"** the following screen will be displayed.



The **"Month of Year End"** that you originally set up when you created this company. The **"Starting Fiscal Year,"** is only used when you have entered a month of year end of **"13."** This is an important answer being entered here. It has very long-term ramifications and should be considered closely.

The system allows you at this point to proceed and enter the date ranges for five years of fiscal periods by <clicking> on the **"Dates"** button. It would be normal to assume that you would immediately place the current year as the answer and go forward for the next five years. However, keep in mind the major historical reporting features available throughout all **Infinity POWER** modules. These systems will continuously update historical information as you go for future year to year comparison reporting.

If you think you may even consider doing this at some point in time, you should follow the recommendations being made here. It is recommended that instead of entering the current fiscal year that you enter the fiscal year prior to the year that you plan to start doing your processing. For example, if you bought the programs in **2006** and wished to start immediate processing, you would normally enter as the **"Starting Fiscal Year"** the year of **"2006."**

You should, instead, enter **"2005"** to allow the system a single prior year for you to keep historical information. Whether you go in immediately and set up the prior year's information is totally irrelevant. The fact that you have made the allowance now gives you that capability for the duration of the use of the product.

Enter the **"Starting Fiscal Year,"** which is telling the system that you are sure of the fiscal year you want to start with. Then <click> on the **"Dates"** button.

The cursor will then move to the first field of the **"End Date."** This is the most important date that you will enter in this section. This date specifies to the system when to start counting fiscal periods. This date is the last day of the first fiscal period of the first year in the system. Again, this should be the year prior to when you plan to actually start processing. Depending on how you plan to count your fiscal periods, any number of answers may be possible.

For simplicity, we will assume that our **13** periods will be counted in **28** day increments. If, as in our example stated earlier, we were going to start processing in **2006**, then we should have entered as our **"Starting Fiscal Year"** the year **"2005."**

Therefore, the first date to be entered in the **"End Date"** field will be **"01282005"** or **January 28, 2005**. This is the last day of the first fiscal period within the first year. This is the system's starting point. It now knows where everything begins and how to automatically calculate date ranges, if asked to do so. This is one of the available features.

You will see **"Compute Dates"** at the bottom left of the current active window. This is a simple feature designed to make the calculation of your fiscal periods simple and automatic.

Once you have entered the first **"End Date,"** by <clicking> on **"Compute Dates,"** the system will automatically calculate the remaining date ranges for all five years in **28** day increments. You may now use your tab key to review or change any one of the **"Ending Dates."** The beginning dates are automatically calculated as the day after the previous ending date. This will continue until you reach **Detail Line #65**, which is the last fiscal period within the five year time frame.

When you have reached this last fiscal period, you will need to <click> on **"Save."** to validate all of your entries. There are some variances that may be used other than what has already been described in this section. Many companies already have charts or methods of calculating the exact date ranges of each fiscal period.

Instead of using the **"Compute Dates"** for automatic calculations in **28** day increments, you do have the ability to simply enter the beginning and ending dates of each fiscal period. You must still enter the first **"End Date,"** as described earlier, and <click> on the **"Compute Dates"** button to auto-calculate the dates. You may then edit any ending date that needs to be adjusted and <click> on **"Compute Dates"** again. This will automatically recalculate the remaining dates after the date you have just adjusted.

The **"Compute Dates"** button only auto-calculates from your current cursor position downwards. A good example of this would be if you allowed the system to calculate for the first **12** periods of each fiscal year. But you find that if you let the system auto-calculate for the **13th** period, that it will not have completed the first year.

In other words, the first period of the second fiscal year will be including three or four days of the first calendar year. Instead, you decide that you still want to keep all calendar years separate. You may then calculate the additional three or four days into the **13th** period, which would make this single period slightly longer than the previous **12** periods.

As we mentioned before, there is no requirement as to the length of any single fiscal period. Any number of days per period is fine as long as it meets proper ***"Generally Accepted Accounting Principals."***

If you elected to set up your system this way, you could then go back to using the **"Compute Dates"** for calculating the next twelve fiscal periods and again override the dates in the **13th** period of each successive year.

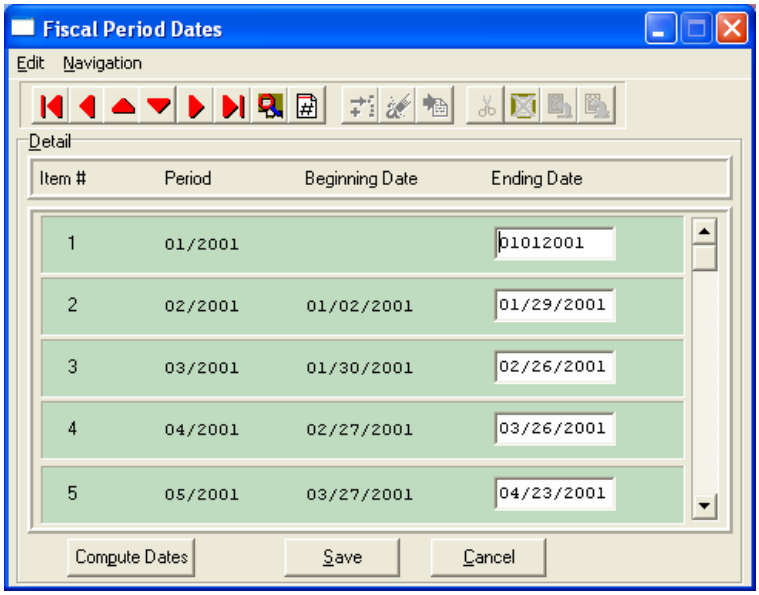
If prior to validating or entering transactions through the system, you decide that changes need to be made to your original entries, you may come back to this screen and make changes. The **"Starting Fiscal Year"** needs to be entered and then you would enter and/or recalculate the fiscal periods all over. All rules and requirements would function exactly the same.

Transaction Lockout Dates

The **"Transaction Lockout Dates"** allows users to specify a beginning and ending date range in which transactions will be allowed to be posted. Any attempt to post transactions outside of the date range specified will be halted by the system. For instance, if the beginning date range is set to **01/01/2006** and the ending date range is set to **12/31/2006**, this would only allow data entry options to accept transaction in between those two dates. If someone tried to enter a transaction with a **12/29/2005**, the system would halt and give an error message to the user. The system date can still be set outside of the date range for Inquiries, Reporting and Maintenance purposes.

The **Advanced Security Administrator** does provide an override capability for specific users. This will require that the **"Update Company Rights"** option in the **Advanced Security Administrator** to update the new security object for this option. All other maintenance and report options are allowed to execute outside the date range specified.

Set the user or group access rights on the **TRANSDATE** security object in the Advanced Security Administrator system. The **"Transaction Lockout Dates"** is based on a company by company basis. If you have multiple companies, this option must be setup in each individual company.



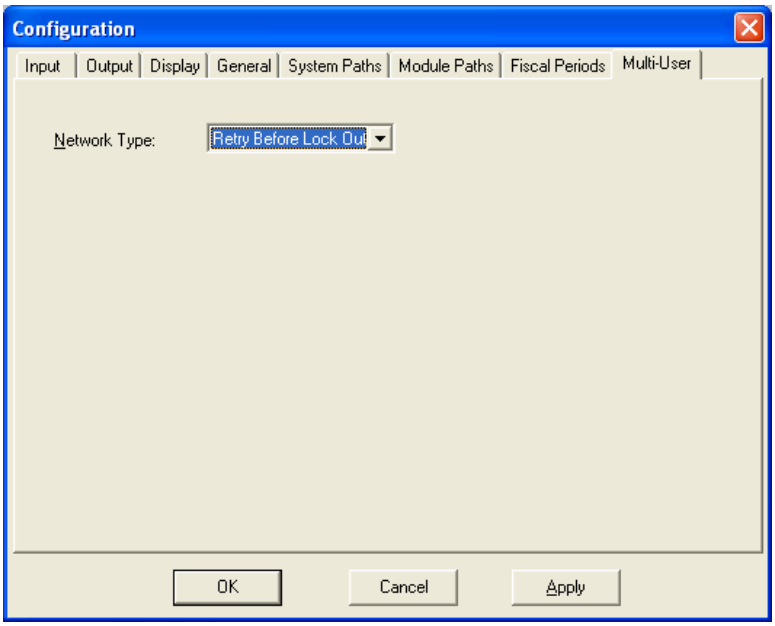
One major advantage of **13 period** accounting is that you have the ability to always compare information on an even basis because your periods of time are always consistent. It is very common to set up the **13** periods in **28** day increments. Therefore, when you are comparing information on a period to period basis, you normally have the same amount of time being compared. This does not, however, mean that you must always specify that each fiscal period be set to a 28 day increment.

Each period may have its own unique number of days. One period may be 25 days, while the next is 33 days. It purely depends on your business needs. The only requirement is that the whole fiscal year be accounted for within the 13 periods allocated. The **Infinity POWER** programs allow you to set up five **(5)** full years at a time when you specify that you want to use the 13 period method of accounting. The following section steps you through the screens that you will see when you are setting up the 13 Period configuration. Please note that some options, such as the **"Quarterly Income Statement"** in the General Ledger will not be available due to the change in the number of accounting periods. Reporting mechanisms throughout all modules that have "quarterly" functions are designed for companies with twelve periods.

However, if Quarterly Reporting is desired, many companies can take their **13 Period** accounting data files and use the **"consolidation"** feature in General Ledger and consolidate their data into a temporary company that is set up for 12 Period accounting. Quarterly reports could then be run from this consolidated company when desired. When you press the F4 key to "Create or Change a Company," you have the ability to enter your normal overhead information such as Company Name, Address, Phone Number, etc. A question on the screen asks you to specify the "Last Month of Year." This question will only be prompted the first time you set up a Company. If you plan on changing your "Month of Year End," it will be done through the **"Fiscal Period"** option. This means you must tell the system the last month of your fiscal year. For instance, entering the number **"6"** tells the system that your fiscal year ends in June. An entry of "12" specifies that the fiscal year ends in December. However, if you specify the number "13," you are telling the system that you are not using the normal calendar fiscal periods (months) method of accounting. You are now specifying that the system will track its fiscal periods based on the information you are about to enter into the system.

MULTI-USER

This option allows you to specify how you are going to run your **Infinity POWER** modules. Normally, you will set this option up when you initially install your system. After that, you would utilize this option only if you have made a change to your configuration since the initial set up.



Your **Infinity POWER** modules are designed to run under several operating system environments. Each environment has unique features. Therefore, your system must know which environment it is operating under to function properly.

There are two basic types of operating environments:

Single-User	The Single-User operating system ***(also known as a stand-alone)***, is a single computer capable of accessing and/or inputting information using only that single computer.
Multi-User	Multi-User operating environments allow multiple users to access the same programs and information simultaneously. Each Multi-User operating system utilizes various methods of ***"File and Record Locking"*** techniques, which provides security for your data files. Under Single-User operations, since no locking techniques are utilized, nothing will appear in this field.

The following will briefly describe each of these menu choices:

Single User	The **Infinity POWER** programs running on one computer or set to perform no file or record locking.
Retry Before Lock Out	This option configures the system to use either the **MS-DOS** or **UNIX** locking standard on all file accesses. Selecting this option instructs the system to continue to attempt to access a file or record for approximately **10** seconds, on a system, before notifying you, on the screen, that it has encountered a **"Lock Out"** condition. This is the normal choice to be selected in most **LAN** operating environments.

	Since the system executes its locking techniques so quickly, it is very common that once a **"lock out"** condition is encountered, it will clear within the **6-10** second time frame that this option allows. If this happens, no warning message will ever be displayed to the user, and you will be allowed to proceed with your normal processing. In a **UNIX** operating environment, the system will continue to attempt to update a file or record indefinitely. No message will come back to you, so you must decide when you want the system to stop making its attempts. This is **not** the default on **UNIX** systems.
Immediate Lock Out	This option configures the system to use the **MS-DOS or UNIX** locking standard on all file accesses. Selecting this option, however, tells the system to immediately notify you on the screen that it has encountered a **"Lock Out"** condition. The nature of your business may help you determine that you want to know immediately if you can proceed with a specific option. By selecting this option, you will know immediately if a **"lock out"** condition exists, and you then have the ability to decide to wait for the option to clear or **ESC**ape out of the option to perform another task.

MS DOS/UNIX (Retry Before Lock Out)

This option configures the system to use either the MS-DOS or UNIX locking standard on all file accesses. Selecting this option instructs the system to continue to attempt to access a file or record for approximately 10 seconds, on a DOS/LAN system, before notifying you, on the screen, that it has encountered a **"Lock Out"** condition. This is the normal choice to be selected in most LAN operating environments. Since the system executes its locking techniques so quickly, it is very common that once a **"lock out"** condition is encountered, it will clear within the 6-10 second time frame that this option allows. If this happens, no warning message will ever be displayed to the user, and you will be allowed to proceed with your normal processing.

In a UNIX operating environment, the system will continue to attempt to update a file or record in-definitely. No message will come back to you, so you must decide when you want the system to stop making its attempts. This is not the default on UNIX systems. MS-DOS /UNIX (Immediate Lock Out) This option configures the system to use the MS-DOS or UNIX locking standard on all file accesses. Selecting this option, however, tells the system to immediately notify you on the screen that it has encountered a **"Lock Out"** condition. The nature of your business may help you determine that you want to know immediately if you can proceed with a specific option. By selecting this option, you will know immediately if a "lock out" condition exists, and you then have the ability to decide to wait for the option to clear or **ESCape** out of the option to perform another task. This is the default for UNIX configurations.

INTERNATIONALIZATION (XX0303)

This option allows you to implement the **"Internationalization"** features throughout all **Infinity POWER** modules. These global setup features will affect all modules that are currently loaded on your system. There are two options in the internationalization area. The first, ***"Set Up Countries,"*** is a feature that controls the formatting of a wide range of features including the formats of address fields, dates, currency symbols and more. When you set up a company, you will be allowed to attach a country definition to your company.

The second option, ***"Set Up Currency Factors,"*** will allow you to define currency conversion factors to the system.

Set Up Countries

This option allows you to add countries to your accounting system. Not only is this feature useful for addresses, but it also allows for dates, currency symbols and more.

There are nine data items that allow you to configure all of the countries you may wish to utilize on the system. Each company that you set up will then be attached to one of these country definitions. Therefore, if you do perform multi-company processing, not all companies must have the same configuration.

In fact, it is an ideal method to allow multiple companies to process in their native country format and/or currencies and then utilize the General Ledger Consolidation feature to bring the various entities together into a single consolidated format.

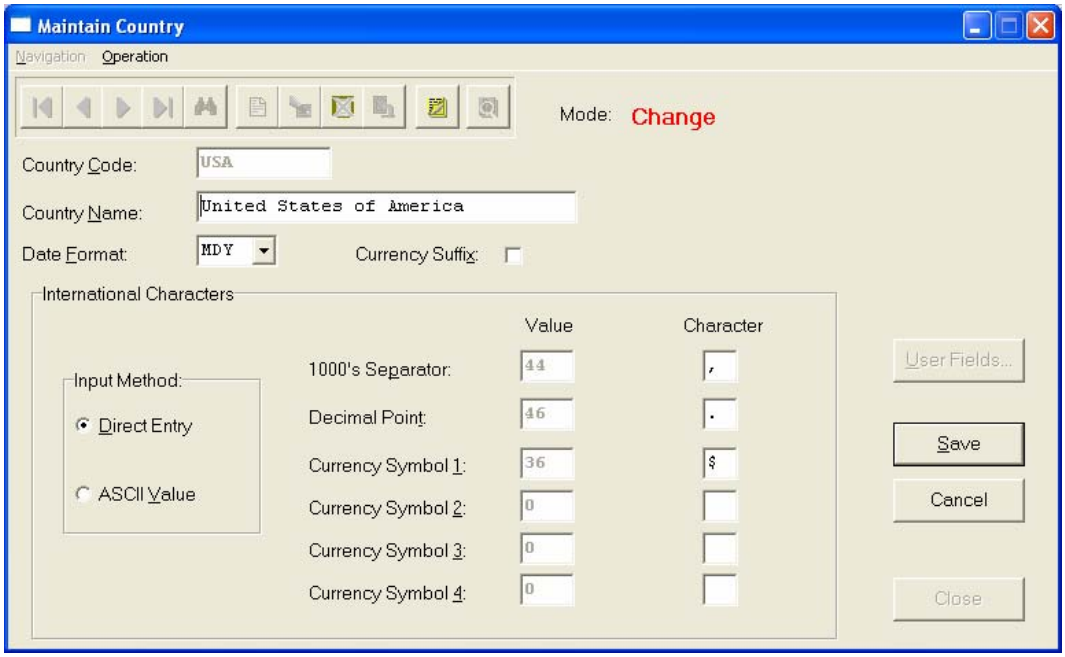
With the percentage of ownership factors involved in the consolidation feature of the General Ledger module, this allows firms to also implement a currency conversion factor while utilizing this feature. Multiple companies using various currencies can be consolidated into a single format that allows for all of the variations including the current exchange rate.

Therefore, a final set of consolidate financial statements can be generated in the currency of choice.

Inquiry Mode

The **"Inquiry"** mode provides a quick look at Country Codes you currently have in your system.

Once the country code has appeared on the screen, you may review the country code information. This information includes the country code, name, date format, 1000s separators, decimal points and currency symbols.

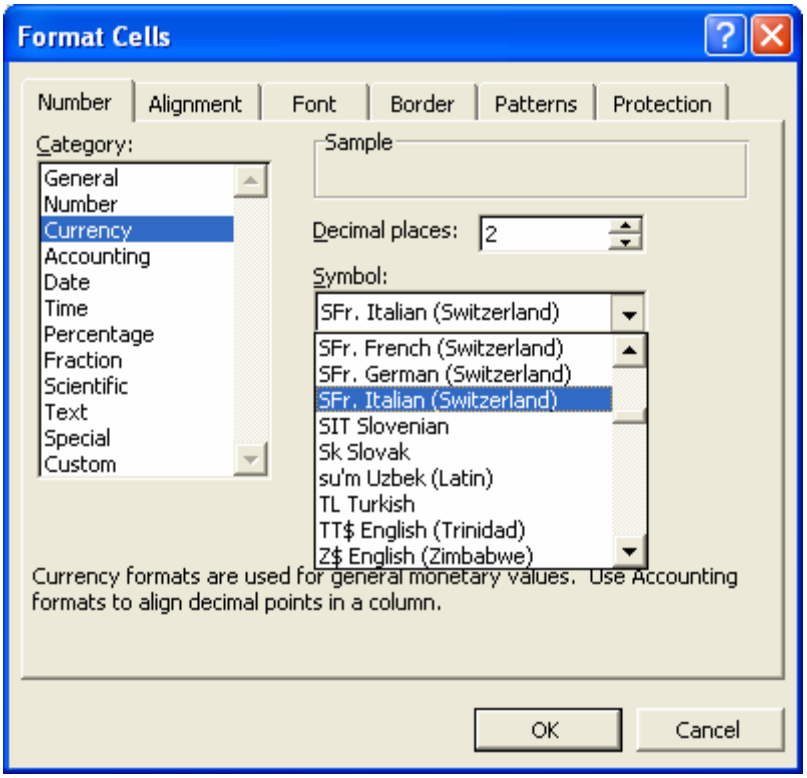


Add Mode (XX0312)

The following section outlines each of the data items on this configuration screen.

Country Code	Enter a code for the Country you are adding to your system.
Country Name	Enter the name of the Country you are adding to your system.
Date Format (MDY, YMD, or DMY)	You will be able to configure the system to control the format of all date fields as they will be displayed on all screens and printed on all reports. This format may be changed at any time without any damage or resulting problems due to the entry of different date formats. The **Infinity POWER** programs store the date information in all data files in the standard **dBase** date format. This feature simply converts the way all screens and reports are viewed. Therefore, any third party utility accessing the data files directly will still be able to access the date information in a consistent **dBase** or **FoxPro** file format method. Various countries utilize these different formats based on their local requirements. The first choice is in he format of Month, Day, Year **(MDY)**. This is the default method utilized by all **Infinity POWER** products. The other two choices are Year, Month, Day **(YMD)** or Day, Month, Year **(DMY)**. Type in the three **(3)** character abbreviation that suites your needs the best. If you decide to change this format at a later date, you may come back to this option and do so without any impact on the existing data files and transactions already posted in your system. The next three data items allow for the entry of data in one of two formats. The system will allow you to enter the desired format in either a **character format** or through the use of a **decimal value** as part of the **ASCII Extended Character Set.** For instance, if you enter a **"comma"** into this field, a comma will be displayed in the character column to the right of the entry field and the equivalent decimal value will be displayed in the next column as well. If the decimal value is entered, the screen will then display the character value accordingly. A standard PC keyboard cannot show all of the possible decimal values. Therefore, a decimal value of **1** to **255** may also be entered into these fields. A listing of the possible character values may be found in most printer and terminal user technical reference manuals. Other programmer reference manuals also include these tables for reference as well. Keep in mind, regardless of what you set the software to do, if your printer does not support the right **"symbol set,"** you will not see the changes implemented here. You may see the proper character(s) on the screen, but not on the printer. They are two separate issues. For these special characters to appear on printed reports, it is necessary to have your printer ***(either LaserJets or Dot Matrix)*** configured to the **"symbol set"** which supports the special character(s) you wish to print. For example, the ***Hewlett-Packard LaserJet 4*** printer requires the **"PC-8"** symbol set to print the British Pound character **(£)**. Refer to your specific printer manual for details on which symbol sets it supports.

	The procedure for creating a character set symbol is: At the "**Value**" field, type the number set equivalent; **156** creates: **£** or **157** creates: **¥**, etc. Although it is possible to put a wide range of numbers and characters into this field from a technical point of view, it is not recommended that actual numeric values be used. Otherwise, it would be confusing to readers of reports to discern the difference between the separator and the actual numbers themselves.
Currency Symbol is Suffix?	This option allows you to place the currency symbol that is defined at the end of a number. The normal position for US Dollars is at the beginning of all numbers. With this option, you can reverse this printing feature. <Click> **"on"** the checkbox, if you wish to utilize this feature.
1000's Separator	This field allows for the configuration of the character symbol that is to be used to separate dollar amounts that extend into the thousands and millions of dollars format. The default format in US Dollars is the use of the **"comma"** ***(i.e., $100,000.00)***. Many countries use the **"period"** in a reverse method than the US standard. Therefore, the period and commas would be reversed in this same example ***(i.e., $100.000,00)***.
Decimal Point	This field allows for the configuration of the character symbol that is to be used to separate dollar amounts and cents. The default format in US Dollars is the use of the **"period"** ***(i.e., $100,000.00)***. Many countries use the **"comma"** in a reverse method than the US standard. Therefore, the period and commas would be reversed in this same example ***(i.e., $100.000,00)***.



Currency Symbol (1)	This field allows for the configuration of the currency symbol that is to be used on all reports. There are four **(4)** positions that are available for Currency Symbols. This field represents the **"first"** position. This could be the **"$"** for US Dollars or any other symbol supported by the **ASCII Extended Character Set**. This would allow for the use of British Pounds, German Deutschmarks, Mexican Peso, Japanese Yen and many others. Most of these symbols are not available on most PC keyboards, therefore, the decimal value would normally have to be used to configure this option. For instance, the British Pound character would appear as **"£"** and would have a decimal value of **"156."** The Japanese Yen would appear as **"¥"** and would have a decimal value of **"157."** A good way to visualize what this option would ultimately generate is to load a program like Microsoft Excel and go and format a specific cell within a spreadsheet. When you right <click> on a cell and choose the option to **"Format Cells," "Currency," "Symbol"** as the screen below illustrates, you'll see that various currencies like the ***Italian Switzerland Francs*** currency requires four positions for the currency symbols. This is exactly what these four Currency Symbol positions are designed for. They are to allow users to specifically designate which symbol belongs in each specific currency position **(i.e. SFr.)**.
Currency Symbol (2)	This field allows for the configuration of the currency symbol that is to be used on all reports. There are four **(4)** positions that are available for Currency Symbols. This field represents the **"second"** position. This could be the **"$"** for US Dollars or any other symbol supported by the **ASCII Extended Character Set**. This would allow for the use of British Pounds, German Deutschmarks, Mexican Peso, Japanese Yen and many others. Most of these symbols are not available on most PC keyboards, therefore, the decimal value would normally have to be used to configure this option. For instance, the British Pound character would appear as **"£"** and would have a decimal value of **"156."** The Japanese Yen would appear as **"¥"** and would have a decimal value of **"157."**
Currency Symbol (3)	This field allows for the configuration of the currency symbol that is to be used on all reports. There are four **(4)** positions that are available for Currency Symbols. This field represents the **"third"** position. This could be the **"$"** for US Dollars or any other symbol supported by the **ASCII Extended Character Set**. This would allow for the use of British Pounds, German Deutschmarks, Mexican Peso, Japanese Yen and many others. Most of these symbols are not available on most PC keyboards, therefore, the decimal value would normally have to be used to configure this option. For instance, the British Pound character would appear as **"£"** and would have a decimal value of **"156."** The Japanese Yen would appear as **"¥"** and would have a decimal value of **"157."**

Currency Symbol (4)	This field allows for the configuration of the currency symbol that is to be used on all reports. There are four **(4)** positions that are available for Currency Symbols. This field represents the **"fourth"** position. This could be the **"$"** for US Dollars or any other symbol supported by the **ASCII Extended Character Set**. This would allow for the use of British Pounds, German Deutschmarks, Mexican Peso, Japanese Yen and many others. Most of these symbols are not available on most PC keyboards, therefore, the decimal value would normally have to be used to configure this option. For instance, the British Pound character would appear as **"£"** and would have a decimal value of **"156."** The Japanese Yen would appear as **"¥"** and would have a decimal value of **"157."**
Currency Symbol is Suffix?	This option allows you to place the currency symbol that is defined in data item #4 at the end of a number. The normal position for US Dollars is at the beginning of all numbers. With this option, you can reverse this printing feature. When you have answered each of these data items, <click> on **"Save"** to validate this screen.

Change Mode (XX0313)

This mode allows you to change all information for any country. First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Delete Mode (XX0314)

This mode allows you to delete a country. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Copy Mode (XX0315)

This mode allows you to set up new countries by copying existing ones. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for country code, will be copied to a new record. Enter the new country code for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Set Up Currency Factors

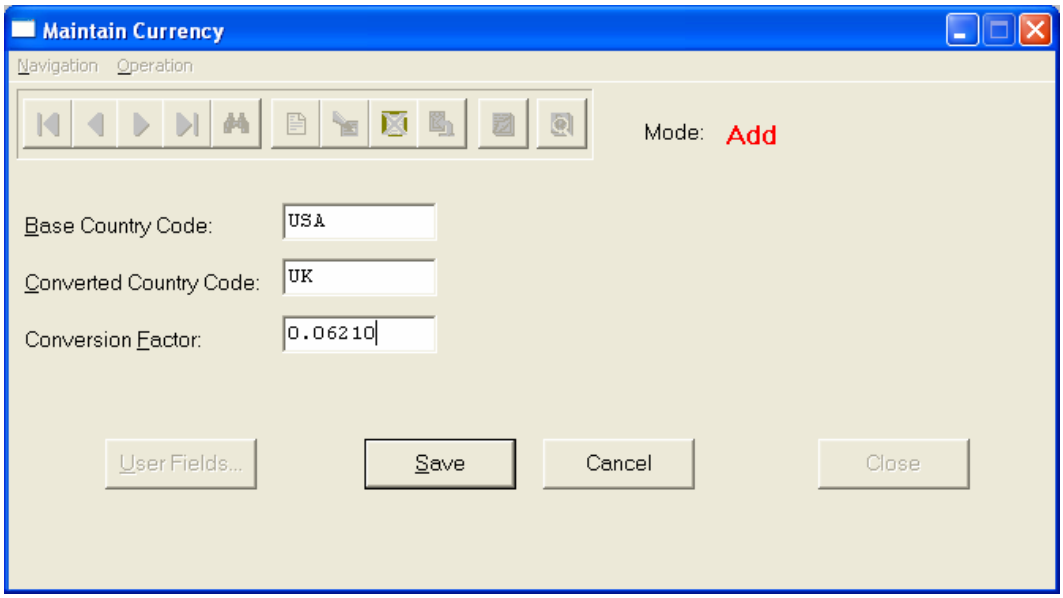
This option allows you to add currency conversion factors to your accounting system. This feature is currently utilized with the Purchase Order system to allow you to enter and print a purchase order in a foreign currency while performing the accounting and processing functions in your base currency calculated using these conversion factors.

You may set up as many currency conversions as required. However, keep in mind that you only have to set up a factor for one side of the conversion. There is no need to set up the reversal of that conversion because the **Infinity POWER** program will search for first the normal conversion and if it is not found it will look for the reversal of that conversion. For example, if you were to set up a conversion from **UK Sterling** to **US Dollars**, there is no need to set up a **US Dollars** to **UK Sterling** conversion.

Inquiry Mode

The **"Inquiry"** mode provides a quick look at currency factors you currently have in your system.

Once the currency factor has appeared on the screen, you may review the information. This information includes the base country code, the converted country code and the conversion factor.



Add Mode (XX0316)

When you select this option, a screen will appear and require you to input a ***"Base Country Code,"*** a ***"Converted Country Code,"*** and a ***"Conversion Factor."*** Enter the information for each of these fields and <click> on the **"Save"** button. The following section describes how to define the conversion factor. There are two methods of set up that can be used.

For example, if you were to set up a conversion factor from **US Dollars** to **UK Sterling**, you would have to divide the current rate of exchange for **UK Sterling** by one **(1)**. This would give you a decimal conversion factor. In this example, we will say that the **UK Sterling** rate of exchange is **$1.62**. Therefore, you would divide **1** by **1.62**, which would give you **0.6173**.

However, if you were to set up the currency factor in reverse, **UK Sterling** to **US Dollars**, you would enter the conversion factor as the exchange rate of **1.62**.

Change Mode (XX0317)

This mode allows you to change the conversion factor for any conversion factor. First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Delete Mode (XX0318)

This mode allows you to delete a conversion factor. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Copy Mode (XX0319)

This mode allows you to set up new currency factors by copying existing ones. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for country codes, will be copied to a new record. Enter the new country codes for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Import Currency Factors (XX0320)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files.

This option is designed to allow you to import Conversion Factors directly into the **Infinity POWER** System. The Currency Factors will be updated as if processed through the normal **"Add"** mode in the ***Set Up Currency Factors"*** menu option from within the Global Options system.

When you select the option to ***"Import Currency Factors,"*** a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. To create a map file in the program directory, <click> on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized in.

If the import file is a comma-delimited file, the data can be variable length, but must be in the specified order. If the import file is a fixed length **ASCII** file, it must have a logical record length of **37** bytes, and have the following field lengths.

Description	Type	Position	Length
Action #	CHAR	1	1
Base Country	STRING	2	10
Converted Country	STRING	12	10
Conversion Factor	DOUBLE	22	16

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

- **Import File Format**
- **Import File Name**
- **Process Import File**

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

- **Fixed Length (ASCII)**
- **Variable Length (ASCII)**
- **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200

Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, a transaction import should look like this:

1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}
1,"68500","Lodging Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **"Next"** button, otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or Linux fileservers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

- **Fixed Length ASCII Records**
- **Variable length ASCII Records**
- **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

1 = Add Record to file
2 = Change record in file
3 = Delete record in file
4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with a asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first <click> on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., GL0601.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or **"vi"** under Linux, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file. **NOTE: "Key Value"** fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

PLEASE NOTE: Once users are **Version 7.2** or higher, no additional **MAP** file modifications will be required across version changes once a user defines their imports into **Infinity POWER** utilizing the **"Field Names"** feature. No manual calculation of file offsets is further required when new fields are added to a specific data file.

CHAPTER 5 PRODUCTIVITY TOOLS

This section is designed to provide you with utilities not required by normal accounting functions, but to better serve you in your computer automation process. There are three software tools provided in this section, all designed to increase your overall productivity.

The tools found in this section of the program are:

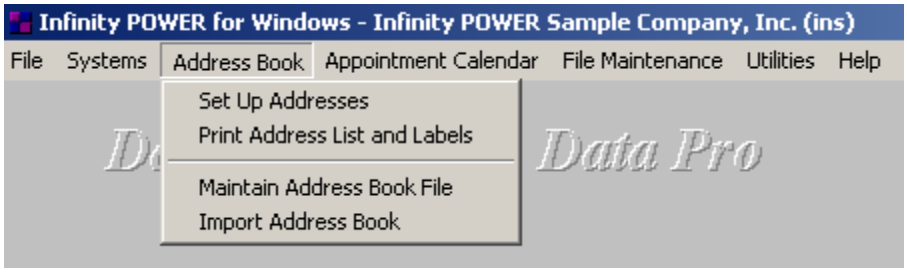
- **Address Book**
- **Appointment Book/Calendar**
- **Utilities - Data File Conversions**

The Productivity Tool section was designed to provide you with an on-line **Address Book**, **Appointment Book/Calendar**, and the ability to define user-defined files, fields and indexes. Multiple address and appointment files may be maintained by creating separate ***"Company"*** files to designate their individual owners.

ADDRESS BOOK

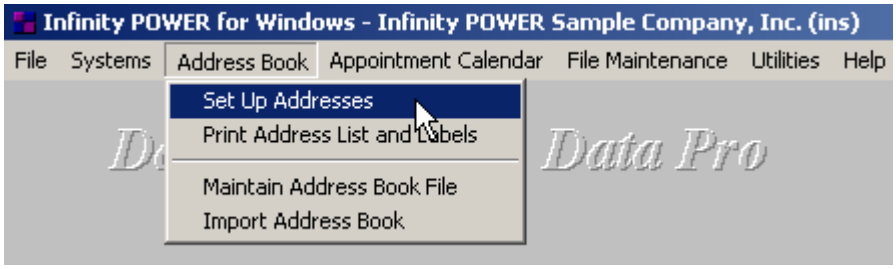
The **Address Book** has been included as a management option providing you with timesaving, on-line accessibility for storing and retrieving names, addresses, and phone numbers. With this option you have the ability of adding, changing or deleting addresses and the capability of printing them in list, label or rotary card format.

The **Address Book** is accessed by selecting ***"Systems,"*** then ***"Productivity Tools"*** from the Menu Bar. The Menu Bar will then change to reflect options for the ***"Address Book"*** and ***"Appointment Calendar."***

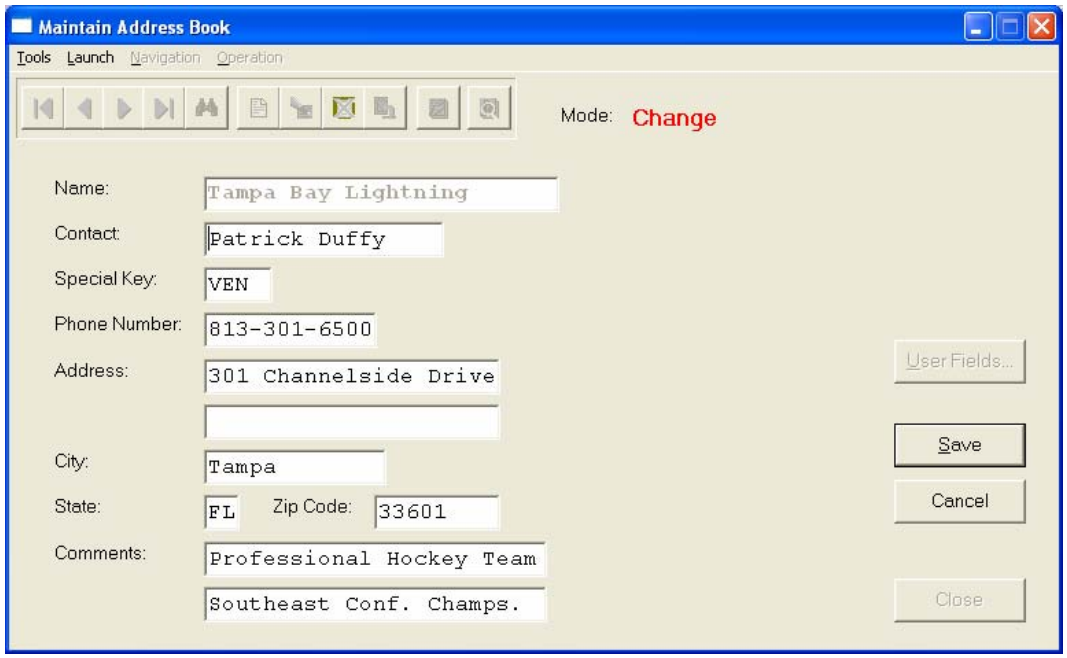


Set Up Addresses (PT0600)

The **"Set Up Addresses"** options will allow you to perform inquiries on addresses in your file as well as add new addresses, change existing ones and delete ones you no longer wish to maintain. The system will load the Address File and will have the first data record placed on the screen. You will automatically be in **"Inquiry Mode."**



The following screen illustrates the Address Book Inquiry screen:



Inquiry Mode (PT0601)

When you enter into this option, you will be in an inquiry mode. You may use the navigation tool bar to search for a specific record for viewing purposes.

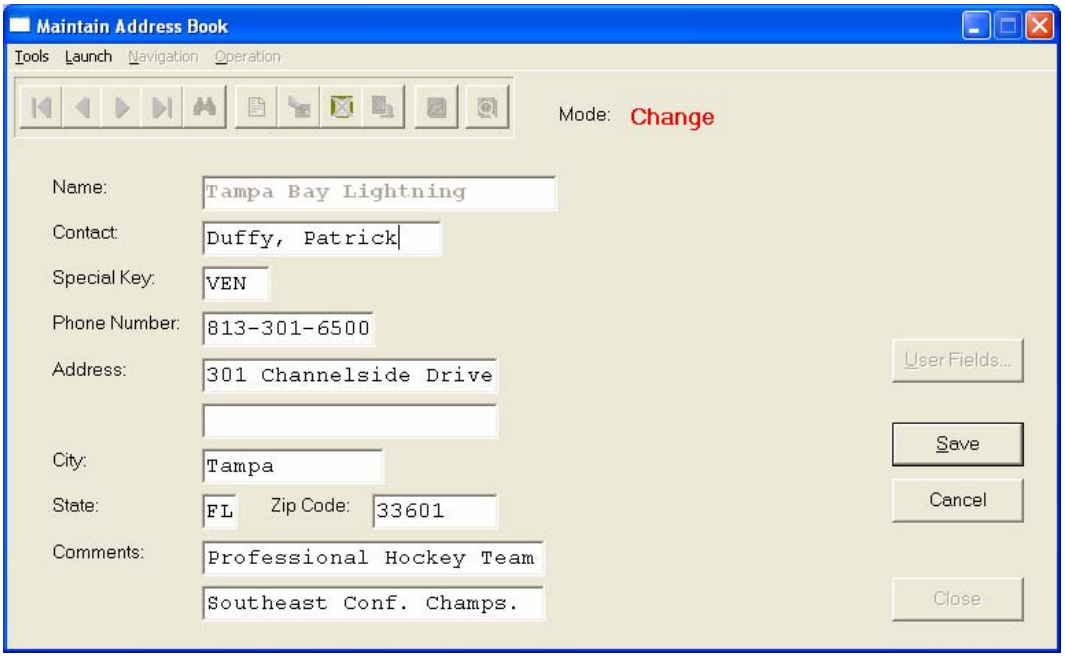
Add Mode (PT0601)

If no addresses have been previously set up, a window will appear at the center of your screen notifying you that address data files do not exist for your company. Simply <click> **"OK"** to create these files, or <click> on **"Cancel"** to exit.

Consider how you want to retrieve these records before proceeding. You have the ability to set up individuals, companies, or any other type of organization. If you desire to track by company name or organization, once you insert that name in the **"Name"** field, you may also insert a contact name in the screen that will follow.

If tracking by individual, consider whether to list their first name first or last name first. The system will automatically sort all addresses in alpha/numeric order. For example, if you want John Adams to appear in the **"As,"** then place his last name first, followed by a comma.

The following screen illustrates the data input fields:



Continue to enter the remaining information on this screen. The only two unique input fields to note are the ***"Special Key"*** and ***"Comments"*** fields.

The **Special Key** field is **5** characters *(alpha/numeric)* and is designed to permit additional levels of searching and sorting. For example, **"PERS"** could indicate a personal friend, **"BUS"** could represent a business associate, etc.

The **Comments** field is used to enter general information, and consists of two lines of **30** characters each. This information may be viewed by performing an inquiry or printed through the Rotary Card option. <Click> on **"Save"** when you have completed the data entry for this screen.

Change Mode (PT0602)

This mode allows you to change all data items in the address file. First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Delete Mode (PT0603)

This mode allows you to delete records in the address file. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

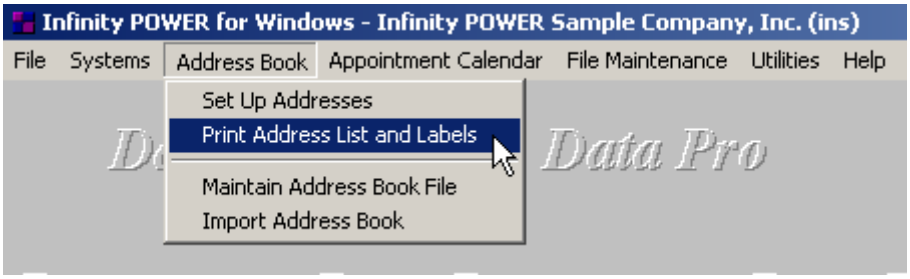
Copy Mode (PT0604)

This mode allows you to copy an address record from one that already exists in the address file. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information will be copied to a new record. The system will prompt you to enter the new address for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Print Address Book List & Mailing Labels (PT0605)

Selecting the ***"Print Address List and Labels"*** menu allows you to specify which names and addresses to print. The system will first prompt you for the beginning and ending names you want to print. You may select one, a range, or the entire file.



You may search for your beginning and ending addresses to include on this report. By pressing the **Input Help Hot Key *(default is F2)***, a listing of the addresses appears on the screen and is sorted by name, contact or special field.

For example, you may decide to use the ***"Special"*** field to note what relationship each address has with you. If you had used **"BUS"** for business relationships and **"PERS"** for personal relationships, you would be able to specify that you only want to print one or the other.

After you have entered the range of addresses you want to print, you may select one of the choices in **"Report Type"** that allows you to pick the format you would like them printed in. The valid choices are:

- **Address Book List**
- **Mailing Labels**
- **Rotary Cards**
- **Mail Merge (MS-WORD)**

Address Book List	If you select, ***"Address Book List,"*** you may utilize any of the print **"masks."** These masks allow you to be very selective in your printing by allowing you to **"mask out"** all other information other than what you specify. You may for example, only want addresses printed for California. By entering California as the state mask, you will only print addresses for California.

Mailing Labels	Mailing Labels will print in a standard six-line label format. Please note that if you entered a name into the ***"Contact"*** field, it will print at the bottom of the label as an ***"ATTN"*** name. If no name is entered as a contact, then the label will print normally.
	The sample below illustrate the differences in format:
	`Adams, John`
	`3422 N. 34th Avenue S.`
	`Bldg. #2`
	`St. Petersburg, FL 33703`
	`ATTN: John`

	ARCO Air Conditioning 8740 North 30th Street Tampa, FL 33613 Johnson's Dry Cleaners 1097 West Fletcher Ave. Tampa, FL 33617 ATTN: Kate Johnson Speedy Printing Services 8765 North Cypress Tampa, FL 33698
Rotary Cards	If you select, ***"Rotary Cards,"*** a different format will be used than mailing label but also includes the ***"Comments"*** field.
Mail Merge (MS-WORD)	This option allows you to export the data to a text file that is compatible with the Mail Merge option in Microsoft Word. Tabs separate each field. If you have the Windows version of Word or WordPerfect, you may also directly read any **Infinity POWER** data file and use that data for mail merge documents without selecting this option. If you do not, this option simplifies the process considerably.

<Click> on the appropriate choice and then define the Report Criteria. The Report Criteria consists of special **"masking"** options. These making options allow the report to contain only specific records that match the information entered in each of these fields. Below is a listing of the valid choices.

- **City**
- **State**
- **Zip Code**
- **Special Key**

If you select, ***"Mailing Labels,"*** or ***"Rotary Cards,"*** you may also change the alignment from within the program. This includes the following selections:

1. **Vertical Lines per Form**
2. **Horizontal Tab**
3. **of Labels Across**
4. **Width Each Label (chars)**

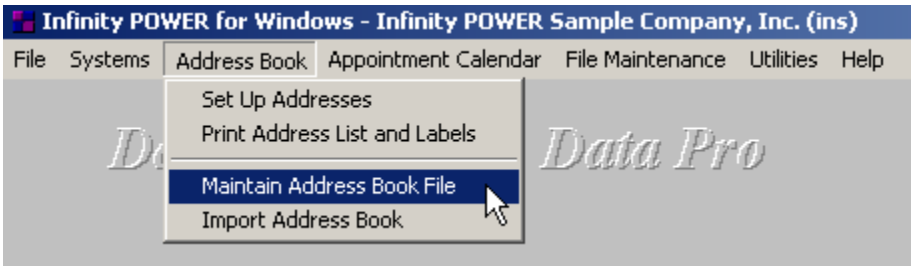
The **"vertical number of lines per form"** allows the use of various sizes of tractor fed rotary file cards. The **"horizontal tab"** allows users to accurately center the information on the cards. The **"# of Labels Across"** allows for the use of two and three up labels to be used in LaserJet printers. The **"Width Each Label (chars)**" allows users to specify the width of each label for accurate alignment across the sheet of labels.

Vertical Number of Lines per Form	This field requires the number of lines per label or card. If your labels are one inch in length, this would calculate to be six **(6)** lines. For every inch in length consider six lines. For a three inch length label, it would be eighteen **(18)** lines.
Horizontal Tab	This field defines the number of characters to the left of the normal margin line to start printing the label information.

Number of Labels Across	This field tells the system how many labels you will have across the page.
Width of Each Label	This field defines the number of characters wide each label will be.

Maintain Address Book File (PT0607)

This option allows you to determine the directory path and data file name, the number of actual records in the data file. It also includes both **"Pack"** and **"Re-Index"** utilities to manage your Address Book files after a hardware or media failure. This procedure will also physically remove records that have been marked for deletion.



You should **NOT** rely on the Pack option to replace backups. Your backup procedures should include daily backups and weekly off-site backups.

There are several situations in which the Pack option need be accessed.

- **Power *(hardware)* failure.**
- **Media Error *(bad disk)***
- **Remove records marked for deletion**

Before you execute the Pack option, check the file size of your Address Book files at the operating system level. The system will sort the current **"out of index"** file into a new **"indexed"** file before deleting the old file.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This however, could be some time later, depending on the size of your data files.

If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

NOTE

This option will only reorganize undamaged data within your files. Therefore, you should carefully audit all information after executing this option and make any necessary adjustments to your data.

The following files are available for maintenance:

Address Book File

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to **"Select All"** files, **"Un-select All"** files, and **"Invert Selection,"** which selects those files that were not selected in a previous pack or re-index condition. There is also a button, **"Details"** that provides pertinent information about that particular data file.

This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

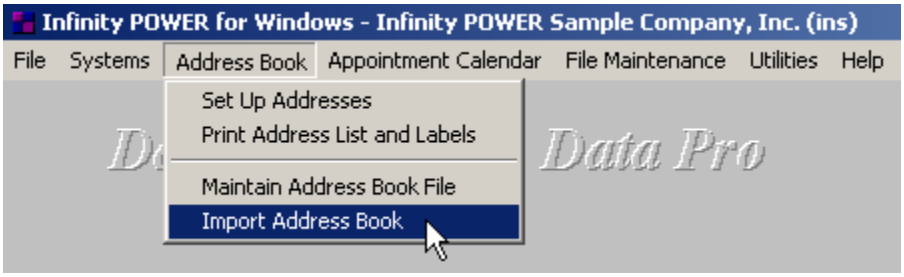
To begin the procedure of a pack or re-index, simply <click> on the **"Start"** button, after selecting the files you wish to manage. You are then given the options to **"Pack"** or **"Re-Index"** that data file. **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a **"Percentage of Completion"** graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a Pack procedure.

Results:

All records in Address Book file will be packed.

Import Address Book File (PT0608)

This option is part of the Productivity Tools section of the programs and is designed to provide you with greater flexibility in setting up information in your Address Book file. From the Menu Bar, select ***"Productivity Tools."*** Your next choice would be ***"Import Address Book Files."***



This option allows you to import "addresses" from another **Infinity POWER** program or database into the Address Book program. This feature makes it convenient to merge a combination of both personal and business names and addresses into a single master file.

By utilizing the **Infinity POWER Report Writer** module or other third party utilities, you have the ability to export all of the data stored in the address fields from your Accounts Receivable, Accounts Payable, Payroll, or Job Cost modules into an ASCII file. This data may then be imported into the Address Book using this feature. This will save much time and effort by not having to re-key entries for both sets of master files.

Why would you be interested in this type of function? By merging information from multiple systems, you can create one master file that can be used for searching and sorting. This would be helpful for mailing lists for Christmas Card mailings or Company Newsletters. The possibilities are numerous.

If the import file is comma delimited, the data can be variable length, but must be in specific order. If the import file is a fixed length ASCII file, it must adhere to the specific fixed length data field formats, outlined on the following page.

This option is designed to allow you to import addresses directly into the Address Book. The addresses will be updated as if processed through the normal "Add" mode in the *"Set Up Addresses"* menu option from within the Productivity Tools system.

When you select the option to *"Import Address Book,"* a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the "Print Map" button. To create a map file in the program directory, <click> on the "Create Map" button. This will print out the format in which this option is looking for information to be organized in.

If the import file is a comma-delimited file, the data can be variable length, but must be in the specified order. If the import file is a fixed length ASCII file, it must have a logical record length of **205** bytes, and have the following field lengths.

Address Book File Format

Description	Type	Position	Length
Action #	CHAR	1	1
Name	STRING	2	30
Special	STRING	32	6
Phone	STRING	37	14
Contact	STRING	61	20
Addr. 1	STRING	71	26
Addr. 2	STRING	96	26
City	STRING	121	16
State	STRING	136	2
Zip	STRING	138	10
Comments 1	STRING	148	29
Comments 2	STRING	177	29

If it is not in this format, then you will encounter errors during the import process or not be allowed to continue at all.

The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

- **Import File Format**
- **Import File Name**
- **Print Audit Trail**

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

1. **Fixed Length (ASCII)**
2. **Variable Length (ASCII)**
3. **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record.

There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example, an Inventory Physical Count import text file *(Part Number and Quantity)* should look like this:

100 A 1111 A1 100.00
100 B 1122 A2 250.00
100 C 2211 A3 75.00

Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example, an Inventory Physical Count import could look like this:

100 B 1122 A2 250.00{CR}{LF}
100 C 2211 A3 75.00{CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**.

The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, an Inventory Physical Count import should look like this:

"100 A 1111 A1",100.00{CR}{LF}
"100 B 1122 A2",250.00{CR}{LF}
"100 C 2211 A3",75.00{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using and you will then be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

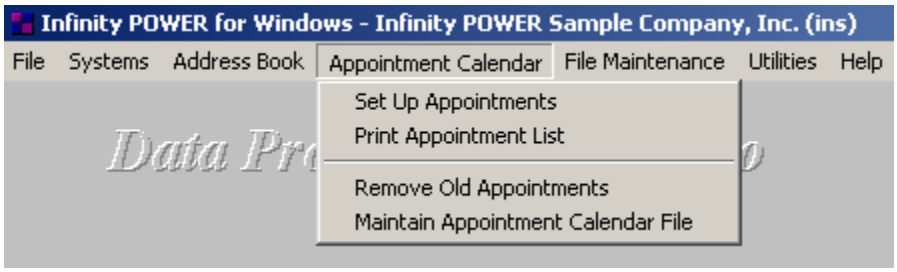
Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **"Next"** button, otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

APPOINTMENT CALENDAR

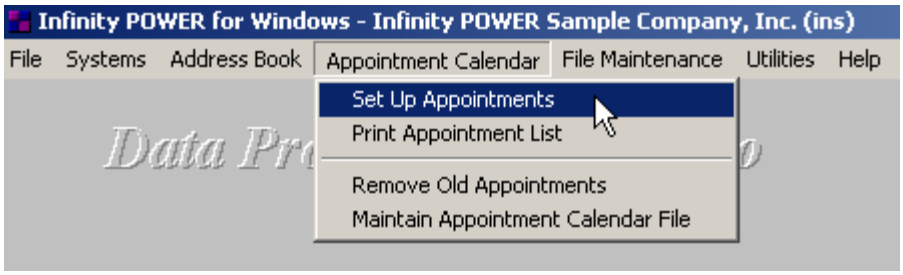
This feature creates an on-line **Appointment Calendar** for easy accessibility to your schedule. The **Appointment Calendar** has been included as a management option providing you with timesaving, on-line accessibility for storing and retrieving appointments and special dates. With this option you have the ability of adding, changing or deleting appointments and the capability of printing them in list, or a list with comments.

The **Appointment Calendar** is accessed by selecting ***"Systems"*** and then ***"Productivity Tools"*** from the Menu Bar. The Menu Bar will then change to reflect options for the ***"Address Book"*** and ***"Appointment Calendar."***

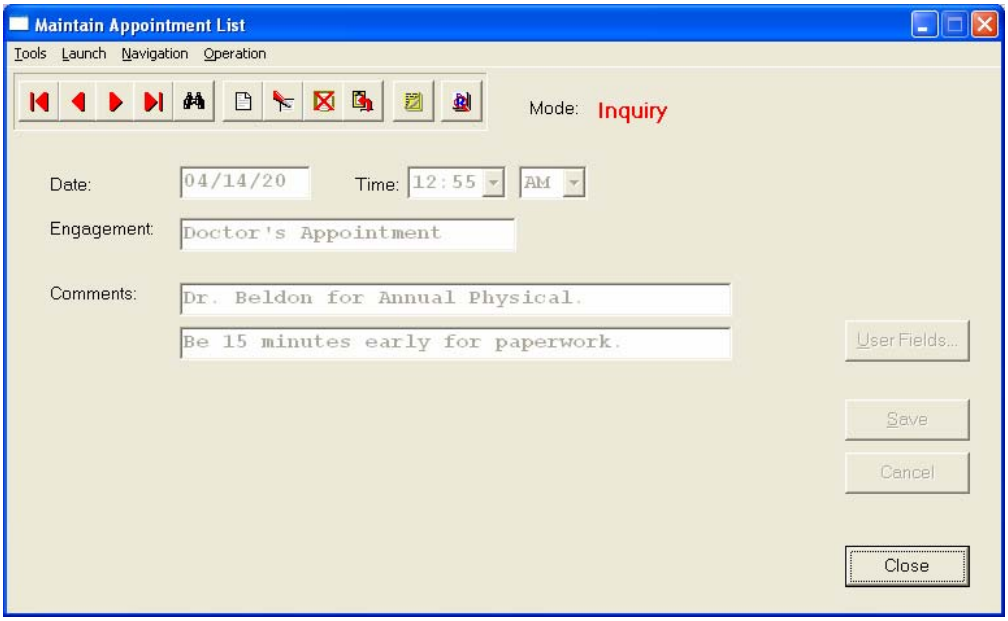


Set Up Appointments

The **"Set Up Appointments"** option will allow you to perform inquiries on appointments in your file as well as add new appointments, change existing ones and delete ones you no longer wish to maintain. The system will load the Appointment Calendar and will have the first data record placed on the screen. You will automatically be in **"Inquiry Mode."**



The following screen illustrates the Appointment Calendar Inquiry screen:



Inquiry Mode (PT0700)

When you enter into this option, you will be in an inquiry mode. You may use the navigation tool bar to search for a specific record for viewing purposes.

Add Mode (PT0701)

First, enter the date of the appointment. By pressing the **Input Help Hot Key** ***(F2 by default)***, the system will display a calendar for you to choose your date. Otherwise, enter any valid date. You will then be asked for a time. You may <click> on the arrow and the pull-down box will display time choices. Then, specify whether it is an **"AM"** or **"PM"** appointment.

The **Engagement** field allows you to enter the description of the engagement. This field is **30** characters *(alpha/numeric)*. This is the primary description of your appointment, *(e.g., Dr. Johnson or Business Lunch)*. The **Comments** section provides two **50** character *(alpha/numeric)* fields that you may use to elaborate on any details of the appointment.

<Click> on **"Save"** to validate the appointment. Once validated, you may <click> on **"Close"** to exit this option.

Change Mode (PT0702)

This mode allows you to change all data items in the Appointment Calendar. First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Delete Mode (PT0703)

This mode allows you to delete records in the appointment calendar. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want.

<Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

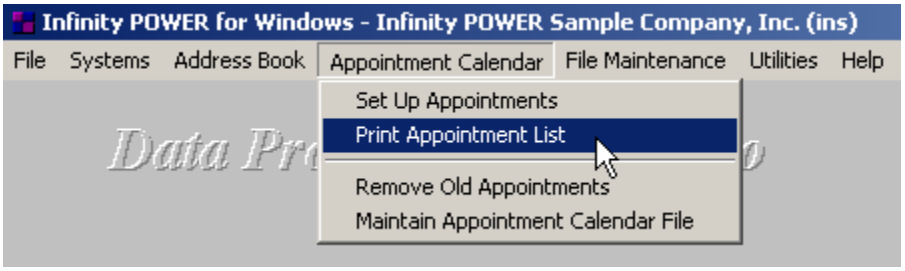
Reschedule Mode (PT0704)

This mode allows you to reschedule an appointment record that already exists in the appointment calendar file. First, you must navigate to the record you wish to reschedule. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information will be copied to a new record. The system will prompt you to enter the new address for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Print Appointment List (PT0705)

This option allows you to print a listing of your appointments within a specified date range. You may also sort these appointments by Time and Heading title of each Engagement. After you have selected this menu option, enter the beginning and ending date range you want to cover.



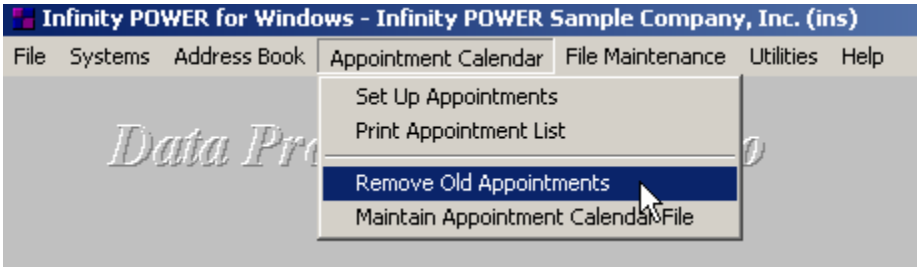
You will then be prompted to select which report you want to print.

- **Simple Appointment List**
- **Appointment List Including Comments**

The first report is a simple list for a quick glance at your schedule, while the second gives all detail maintained by the system.

Remove Old Appointments (PT0706)

"Remove Old Appointments," allows users to selectively delete old appointments. This is the system's way of purging old information that is no longer needed. If you are using this program for historical tracking of key appointments or for IRS reporting purposes, **do not** use this option.



First select the beginning and ending appointments to be removed. You may use the **Input Help Hot Key** ***(F2 by default)*** to gain access to your appointment listing either sorted by Date/Time or Heading.

To begin the removal of these data items, <click> on the **"Begin"** button. The screen will then tell you that the ***"Range of Appointments have now been removed."*** To exit, <click> on **"Close."**

Maintain Appointment Calendar File (PT0708)

This option allows you to determine the directory path and data file name, the number of actual records in the data file. It also includes both **"Pack"** and **"Re-Index"** utilities to manage your Appointment Calendar files after a hardware or media failure. This procedure will also physically remove records that have been marked for deletion.

You should **NOT** rely on the Pack option to replace backups. Your backup procedures should include daily backups and weekly off-site backups.

There are several situations in which the Pack option need be accessed.

Power *(hardware)* failure.
Media Error *(bad disk)*
Remove records marked for deletion

Before you execute the Pack option, check the file size of your Appointment Calendar files at the operating system level. The system will sort the current **"out of index"** file into a new **"indexed"** file before deleting the old file.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This however, could be some time later, depending on the size of your data files.

If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

NOTE

This option will only re-organize undamaged data within your files. Therefore, you should carefully audit all information after executing this option and make any necessary adjustments to your data.

The following files are available for maintenance:

Appointment Calendar File

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to **"Select All"** files, **"Un-select All"** files, and **"Invert Selection,"** which selects those files that were not selected in a previous pack or re-index condition. There is also a button called **"Details"** that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the **"Start"** button, after selecting the files you wish to manage.

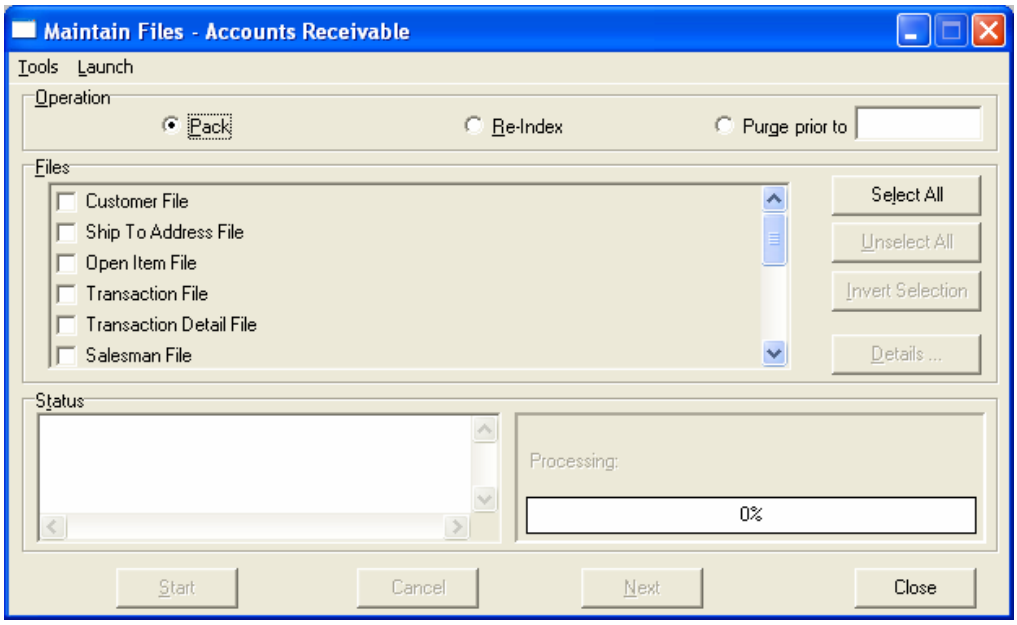
You are then given the options to **"Pack"** or **"Re-Index"** that data file. **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a **"Percentage of Completion"** graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a Pack procedure.

Results:

All records in Appointment Calendar file will be packed.

FILE MAINTENANCE

This section discussed the Maintain Data Files option.



Maintain Data Files (PT0810)

This option includes both **"Pack"** and **"Re-Index"** utilities to manage your System Administrator files after a hardware or media failure. This procedure will also physically remove records that have been marked for deletion. You should **NOT** rely on this option to replace backups. Your backup procedures should include daily backups and weekly offsite backups.
There are several situations in which this option need be accessed.

- **Power *(hardware)* failure.**
- **Media Errors *(bad disk)***
- **Remove records marked for deletion**

Before you execute the **Pack** option, check the file size of your System Administrator files. The system will sort each of the current **"out of index"** files into new **"indexed"** files before deleting the old ones.
If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files. If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

NOTE

This option will only reorganize undamaged data within your files. Therefore, you should carefully audit all information after you execute this option and make any necessary adjustments to your data.

The following files are available for maintenance:

- **Customer File**
- **Calendar and Tasks Users File**
- **Calendar Resources File**
- **Calendar Events File**
- **Transaction Detail File**
- **Projected List File**
- **Task List File**

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to **"Select All"** files, **"Un-select All"** files, and **"Invert Selection,"** which selects those files that were not selected in a previous pack or re-index condition. There is also a button, **"Details"** that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.
To begin the procedure of a pack or re-index, simply <click> on the **"Start"** button, after selecting the files you wish to manage. You are then given the options to **"Pack"** or **"Re-Index"** the selected data file(s). **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a **"Percentage of Completion"** graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a **"Pack"** procedure.

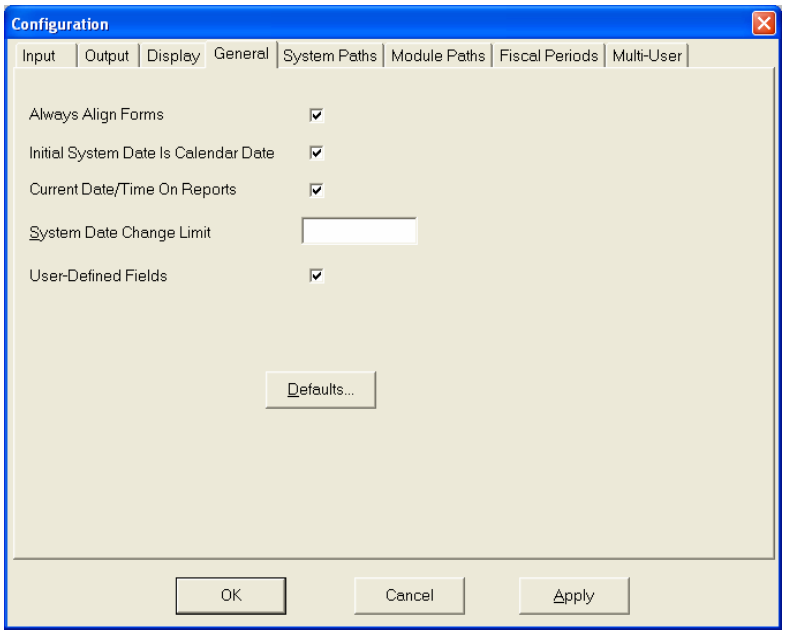
Results:

All Records in all or specified System Administrator Files will be packed and/or re-indexed.

UTILITIES DATA FILE CONVERSIONS (X0410)

These options allow users to perform various data conversions on your data files. Nine choices are currently available when you select this option. There are several aspects related to these options that allow for the conversion of data files. All **Infinity POWER** products come with a standard configuration of how information is stored in each data file. This feature also allows for the ability to place additional fields of information **(User Defined Fields)** into the existing data file structures or add custom indexes **(User Defined Indexes)** in these data files or add new data files to be used by **Infinity POWER** Advanced Utilities or by third party utilities.

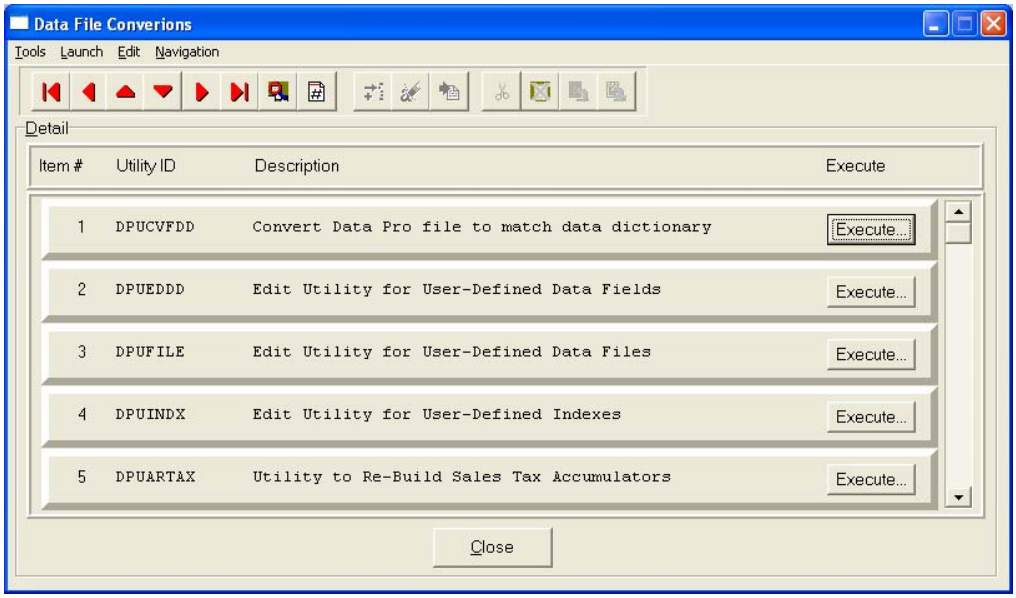
For instance, if your Master Configuration question for ***"Allow User Definable Fields"*** is turned on, you may use any of these options to create or modify existing data files and fields. The following screen illustrates where this option is turned on.



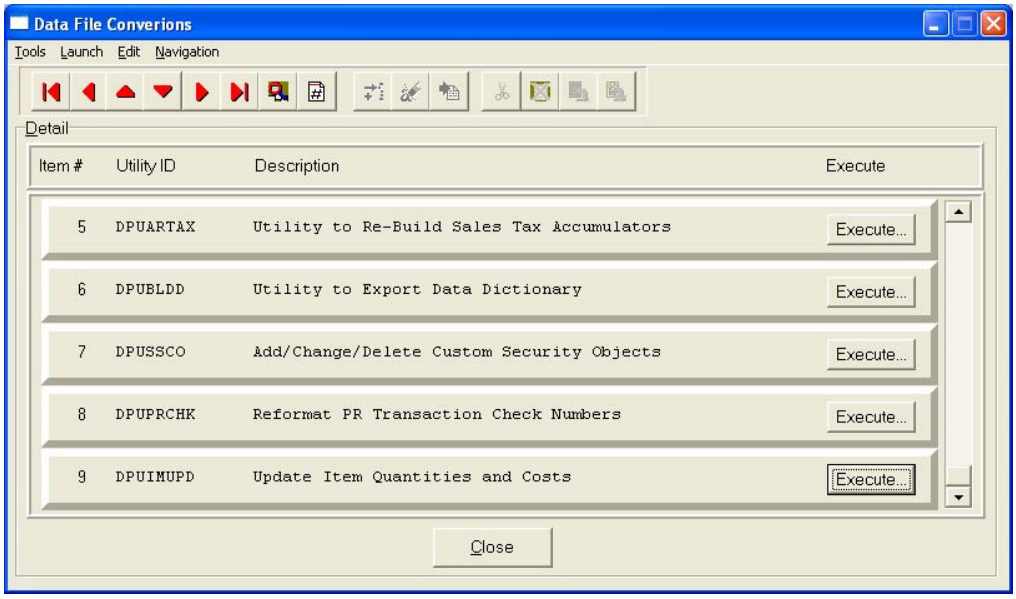
This is an option within the **Infinity POWER** programs. However, **Infinity POWER's** open architecture format also allows other third party utilities such as spreadsheets, databases, and other programming utilities to place additional information into the same data files.

Regardless of which utility adds additional fields to a data file, when this occurs, the **Infinity POWER** programs must convert the data files so that the programs are aware of all of the information now stored in each data file. That is the purpose and function of the first choice when you select the option ***"Data File Conversions."***

When you select this option a scrolling screen with nine **(9)** choices will appear as shown on the following two screens.


Data File Converions
Tools Launch Edit Navigation
Detail
Item # Utility ID Description Execute
1 DPUCVFDD Convert Data Pro file to match data dictionary Execute...
2 DPUEDDD Edit Utility for User-Defined Data Fields Execute...
3 DPUFILE Edit Utility for User-Defined Data Files Execute...
4 DPUINDX Edit Utility for User-Defined Indexes Execute...
5 DPUARTAX Utility to Re-Build Sales Tax Accumulators Execute...
Close

It is a scrolling screen designed to allow the user to get to the growing list of functions that continue to be added to this list over time.


Data File Converions
Tools Launch Edit Navigation
Detail
Item # Utility ID Description Execute
5 DPUARTAX Utility to Re-Build Sales Tax Accumulators Execute...
6 DPUBLDD Utility to Export Data Dictionary Execute...
7 DPUSSCO Add/Change/Delete Custom Security Objects Execute...
8 DPUPRCHK Reformat PR Transaction Check Numbers Execute...
9 DPUIMUPD Update Item Quantities and Costs Execute...
Close

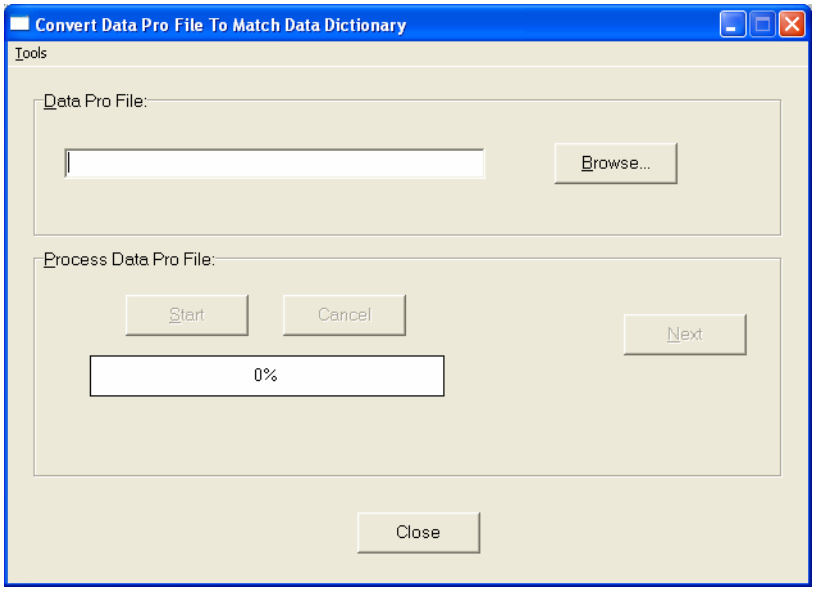
Read through each items description in the center of the screen to determine what function it is you prefer to execute and then <click> on that options **"Execute"** button. A new screen will appear for each option relative to what it does.

Option 1 - Convert Data Pro File to Match Data Dictionary - *UTILITY ID = DPUCVFDD*

This option allows you to convert the fields of a Data Pro file to match the current field definitions in the data dictionary. If any new fields have been added during a program update by any other means, this option must be run.

To Convert a Data Pro File To Match Data Dictionary:

1. In the Data File Conversions window, <click> on the Execute button for this line item. The Convert Data Pro File To Match Data Dictionary screen displays.



2. There is one data item on this screen. It is asking for the File Name to convert. To accomplish this, enter the name of the file to convert after the **Data Pro File** prompt. The name may include a full or relative directory path. You may use the **Browse…** button to locate this file.
3. <Click> on the **Start** button to begin the process. This is the **"exact"** file name of the **Infinity POWER** data file that has had changes made to its file structure. For instance, if the Customer Master File in Accounts Receivable has had fields added to the **2004** data file, the name of the file would be:

   INSAR104.DBF

   The first three characters represent the company id or number. In this case, **INS** represents the **Infinity POWER** Sample Company. However, this name by itself does not include the full or relative directory path. Therefore, the system would not know where to find the file to convert it.

   If the data files were located in the default **Infinity POWER** directory structure, the correct answer would be one of the following:

   C:\POWER\DATA\INSAR104.DBF (Single User/LAN)

   .\DATA\INSAR104.DBF (Windows Character-based Relative Path)

   /usr/power/data/insar104.dbf (Linux)

   ./data/insar104.dbf (Linux Relative Path)

If you are not sure which files contain what data, you may refer to **Chapter One** of each program's user manual. A complete description and the naming structure of each data file is outlined in every program manual.

4. Once selected, <click> on the **Start** button and the file will be converted. As a special reminder, data files such as the Accounts Receivable Customer File are dated on an annual basis. This means that part of their file name includes the fiscal year ***(i.e., INSAR104.DBF)*** where **"04"** represents **2004**.

   Therefore, if you add new user-defined fields, pay attention to which year you want to process in. If you add new fields and only convert the **2004** data file, each time you try to access a prior year's data files ***(i.e. 2002, 2003)*** you will receive an error message stating that there is an unrecognized field in the file and you will not be able to proceed.

   If you get this message, you must simply run this option for that particular year's data file to correct the problem. The data file name for the customer file in **2004**, for instance, would be **INSAR104.DBF.**

   Keep in mind that you **MUST** convert all files that have had changes made to them. If ten **(10)** files have been affected, then all ten data files for each year in which you want to perform processing must be converted for this process to be complete.

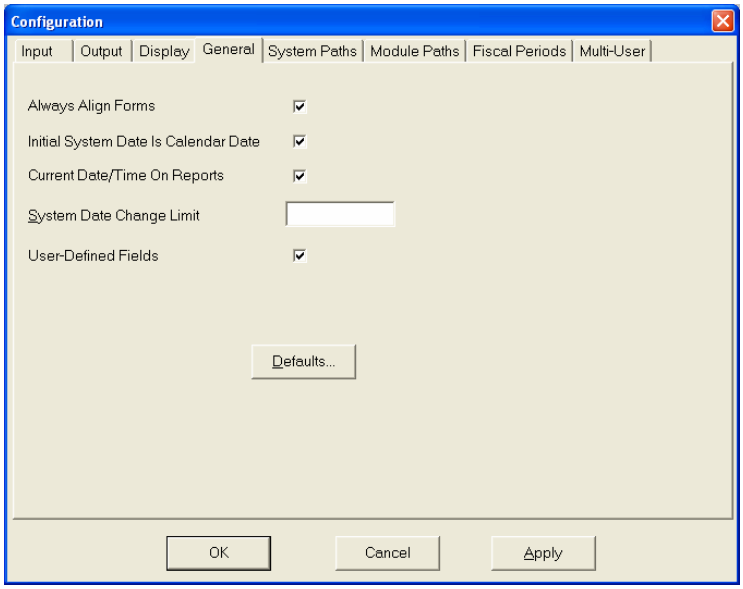
Add User Definable Fields

There are actually four steps involved with adding additional fields to the **Infinity POWER** data files. Before these options are described in detail, the overall flow of the process will be covered here.

To Allow Access to User Defined Fields:

The first step in adding additional user-defined fields within the **Infinity POWER** products is that user flags must be set to ***"Allow Access to User Defined Fields."*** If this flag is not set on a user by user basis, even if the fields have been added, specific users will not have access to them.

1. <Click> the **File** menu and select the **Configuration** menu option. The Configuration window displays.



2. <Click> the **General** tab. The General tab displays.
3. <Click> the **User-Defined Fields** check box to select This option must be turned on for each user that is to have access. In other words, each user must login with their configuration and make sure this option is turned on.
4. <Click> the **OK** button or the **Apply** button to save your changes or <click> the **Cancel** button to close the window without saving any changes.

The second step is to access this menu option and use Option #2, ***"Edit Utility for User-Defined Data Fields."*** A detailed explanation of this process will follow.

The third step of this process requires that you run Option #1, ***"Convert Data Pro File to Match Data Dictionary."*** This option will then convert any existing data files and their data to match the format of the new files. This means that all existing data files will now be able to recognize all new user-defined fields as well as the existing fields.

All users should refrain from entering the system while this procedure is in place. We require that all users **MUST** exit the **Infinity POWER** programs when you perform this option or your programs will possibly not work correctly afterwards You may receive a **"Tag"** error upon entering the program. If you do, it is most likely because this option was run and someone was not logged out of your system correctly. If you receive a **"Tag"** error, exit the program and re-enter **Infinity POWER** and go to this option. Make sure **ALL** users have been completely exited out of the system from all options. Re-run this option again and you should find everything in order.

The fourth step would be required if you are using either version of the **Infinity POWER Report Writer** ***(regular or Run-Time)***. If so, if you add any additional **User Defined Fields**, you must run Option #6, ***"Utility to Export Data Dictionary"*** so that these programs have access to all of the new fields that have been created. Otherwise, when you generate or try to print any custom report models, these new fields will not show up or be accessible.

The two files that are involved in this process are:

- **FLDUSER.DBF**
- **FLDINFO.DBF**

The first file **(FLDUSER.DBF)** is the file that is updated when new user-defined fields are added to the system. This is done specifically to allow flexibility in updating systems. By modifying this file when new fields are updated to the system, it can be provided to other third party locations to be added to their system as well. The second filename **(FLDINFO.DBF)** is the file that keeps track of the final set of data dictionaries that the **Infinity POWER Report Writer** and **Run-Time Report Writer** use to process data.

Option 2 - Edit Utility for User-Defined Data Fields - UTILITY ID = DPUEDDD

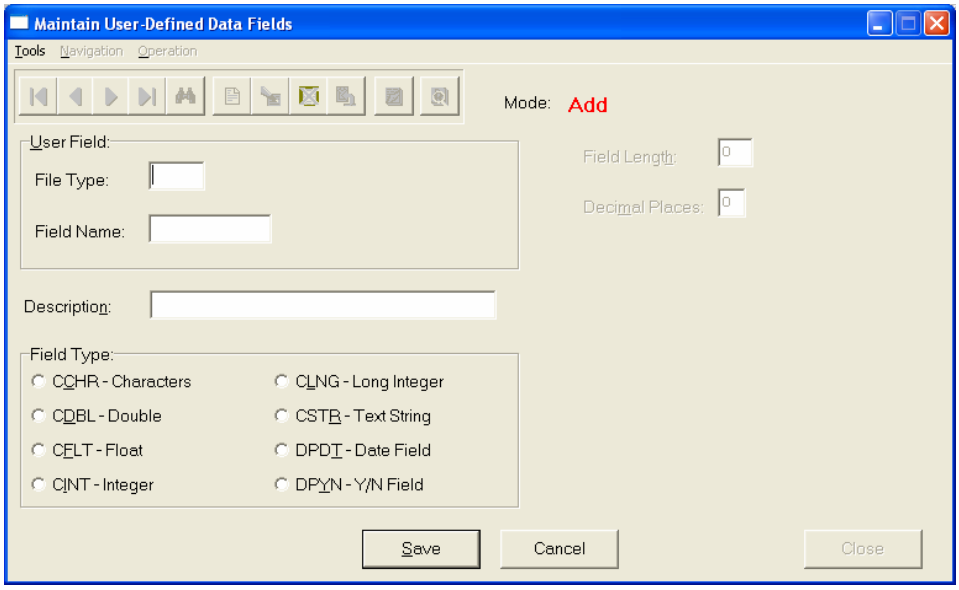
This utility allows you to **Add, Change, Delete**, or **Copy** user-defined data fields in the data dictionary. Once these fields have been edited, you must execute the database conversion utility for each existing file that has had field changes.

IMPORTANT NOTE

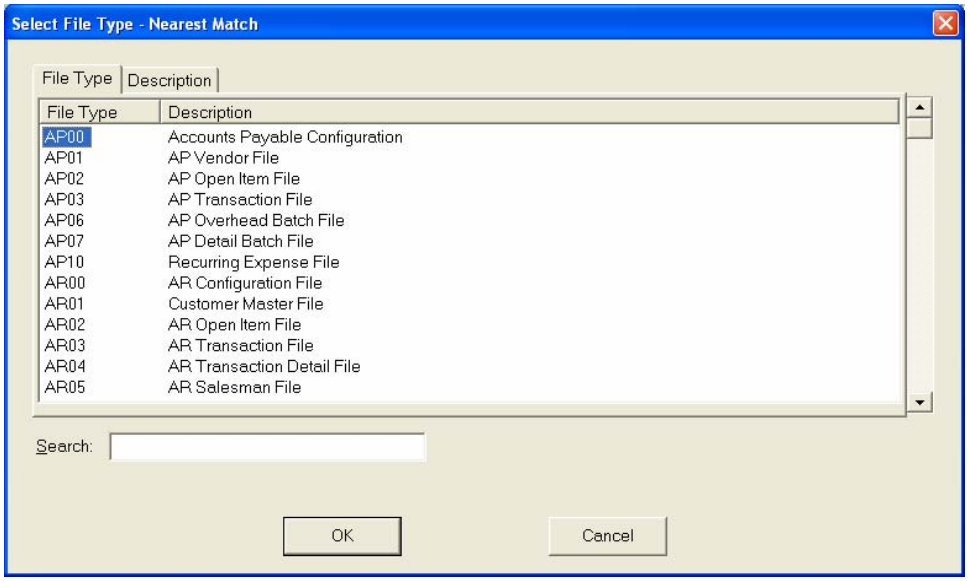
When adding or editing a user defined field, if you include an underscore **"_"** anywhere in the field name, the field will be encrypted. Once a user field is encrypted this cannot be undone. If an underscore **"_"** was used in the older versions of Infinity POWER prior to Version 6.3, encrypted fields will NOT display either on the screen or in the file. In recent versions of Infinity POWER, encrypted fields can be viewed on the screen, but NOT in the file. Careful consideration should be taken when using this feature.

To Edit a User-Defined Data Field:

1. <Click> on the **Execute** button for this line item. The Maintain User Defined Data screen displays.



2. There are four choices that allow you to **Add, Change, Delete** or **Copy Existing User Fields**. <Click> on the appropriate selection.
3. If you have chosen to **Create a New Record** the cursor will move down to the first field and will prompt you to enter the name of the file that you want to add a field to (**File Type)**. If you do not know the exact name of the file, press the **F2** key and the **Select File Type – Nearest Match** screen displays:



Notice the File Type or File Name is listed on the left side of the scrolling screen with its respective description on the right. This window will display all of the available **Infinity POWER** data files that have been loaded on your system. You may use any file type on this list to add additional user-defined data fields to. However, keep in mind that only master files such as **AP01** ***(Vendor Master File)*** or **AR01** ***(Customer Master File)*** can be accessed through the **Infinity POWER** programs.

Although you can add fields to any file including transaction files and Master Configuration files, the system will not allow you to add information to them through the **Infinity POWER** programs.

This may seem confusing at first, but after further review, it does make sense. Part of the capability of this feature is to allow third party software developers the ability to use the **Infinity POWER** core products as the backbone of their custom software applications. By doing so, these other applications will need the ability to update both master records, such as customers and vendors, as well as their respective transaction and configuration files to store the data their applications are generating. For example, other programs may prompt for other transaction related information during a **"custom invoicing"** option that is different than what already exists for the **Infinity POWER** programs.

It would only make sense to store all transaction update information in the same file. Therefore, third party developers can add additional user-defined fields here to the **Infinity POWER** data files to store their custom transaction information they are generating in their applications. Therefore, this option will allow the ability to update all data files with additional user-defined fields whether the actual **Infinity POWER** programs can directly access them from a menu or not.

Keep in mind, that once these fields have been added and converted correctly, they become part of the standard data dictionary that the **Infinity POWER Report Writer** module can directly access for customized reporting.

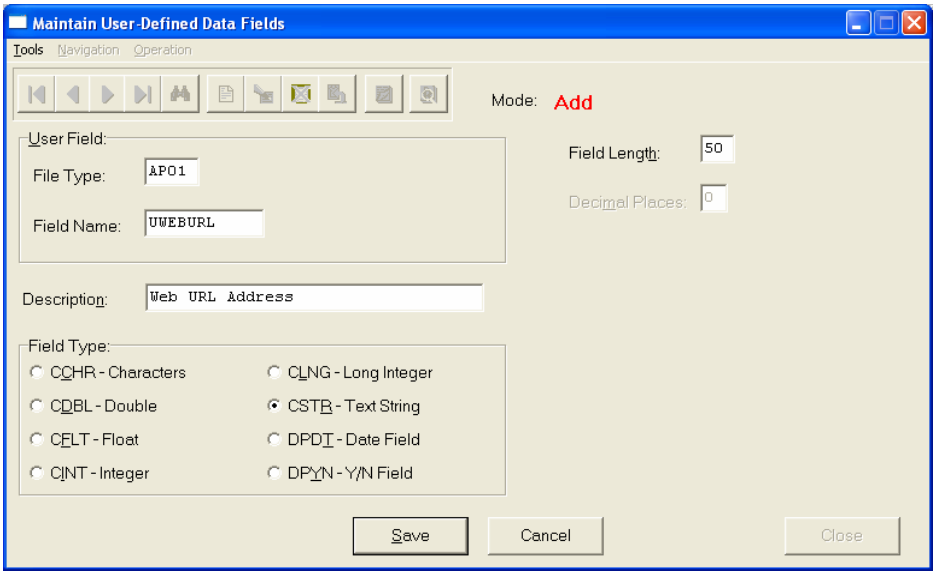
Any information that is in the data file, whether generated by an **Infinity POWER** program or a third party utility can then be used together for custom reports. Select the file type and then enter the title of the new user-defined field you want to add to this specific data file. It is highly recommended that you begin all user-defined field names with a **"U"** to avoid any possible problems in the future.

Data Pro Accounting Software is constantly updating its products with new enhancements and data fields. Although you can name these fields almost anything you like, you cannot use a name that already exists within the **Infinity POWER** products. Plus, as new fields are added to the software in the future, they will override any user-defined fields with the same name that are already set up in the system.

To avoid any possible conflicts in field naming structures, it is recommended to start the names with a **"U."** Data Pro has no plans to start field names in the future like this so as to allow this structure the security of not being overridden in the future.

If you do enter a field name that already exists in the system, you will be able to enter the data on the field. However, when you try to validate or save this information, the system will compare names and not allow you to add it to the data file. Once you have defined the name of the field to add, a new screen will appear with four data items. These fields will allow you to describe the field and set up its parameters for use within the system.

The following screen illustrates the set up of this option:



Description	This is a thirty **(30)** character field that allows you to enter the description you want to see for the new field you are adding to the system. This will be what is displayed on the screen for users to read to determine what you want entered into this field. To place these user-defined fields specifically in a flat screen editing, you can position them by using a row and column number. If you choose to utilize the flat screen editing feature, all user-definable fields within the same file must have row and column defined. Each row, column number must be enclosed in brackets **"( )"** and separated by a comma and placed at the end of the **"Description."**
Field Type	This option is prompting for one of eight **(8)** possible choices that will set the default formatting characteristics of this new field. This data item dictates how information will be stored in this file for this new field. The following section describes the eight available choices: **CCHR - Characters -** This **"character"** field type may include any alpha/numeric characters. It is normally used for characters which will have specific definitions or meanings in a file. For example, in the **Payroll** module, the letters **"H"** and **"S"** are used to represent **Hourly** and **Salary** respectively. If you want to be able to enter a long section of **"text,"** it is recommended that you use the **CSTR** ***(Text String)*** command. **CDBL - Double Value -** This **"double"** field type is numeric, with a floating point, double precision parameter. When this field is selected, you will then be prompted for the number of decimal places. The maximum number of decimal places is five **(5)**. For example, you would use it for fields such as quantities or dollars. You would also use it for numbers with very large values. **CFLT - Float Value -** This **"float"** field type is numeric, with a floating point, single precision parameter. When this field is selected, you will then be prompted for the number of decimal places. The maximum number of decimal places is five **(5)**. For example, you would use it for fields such as discounts or factors. **CINT - Integer Value -** This **"integer"** field type is numeric and includes all whole numbers from **-32002 to 32002**. For example, you would use this field type to designate transaction type indicators or line numbers. **CLNG - Long Integer Value -** This **"long"** field type is numeric. It includes whole numbers from **-2 Billion** to **2 Billion** with double precision parameters. For example, you would normally use this field type for record numbers, pointers, invoice numbers greater than **32002** and more. **CSTR - Text String -** This **"string"** field type is a character based string. This is the most commonly used field type since a field with this format will hold all variations of text and numeric data that is generally not used in calculations. For example, this field would be used for additional names, descriptions, comments, phone numbers and more. **DPDT - Date Field -** This **"date"** field type is for calendar dates. Use this field type to store all kinds of dates such as start dates, birth dates, transaction dates and more. The default format will be in the Month, Day, Year **(MDY)** format unless you have changed the global format in the option for Internationalization. **DPYN - Y/N Field -** The **"Yes/No"** field type is a one character value. The format is in the form of a check box. If the check box is checked the value is **Y.** If the check box is left bank, the value is **N**. It is stored as such in the data file. For example, if you ask a question at the field prompt for any data field that requires an on/off or yes/no response, this is the field type to be used.

Length	This field establishes the maximum length that this new field can be. The largest size a field can be is sixty **(60)** characters. If you enter a number larger than sixty, an error message will be displayed and you will be prompted to enter another number.
Decimals	If you enter either **CDBL - Double Value** or **CFLT - Float Value** as one of the choices for **Data Item #2 (Field Type)**, you will be allowed to enter the number of decimal places this new field should maintain. The default for this field is zero. Therefore, you can just press the **TAB** key through this field if that is the number that is desired. The maximum number allowed is five **(5)**.
Change, Delete and Copy Existing User Fields	These additional options allow you to specifically make changes to the fields you have added, delete them, or copy them as part of adding other new fields to the system. They are simply maintenance options for this whole routine and are self-explanatory.

Once you have completed the entry for these data items, <click> on the **"Save"** button. You can then proceed to add more user-defined fields or <click> on the **"Close"** button to exit.

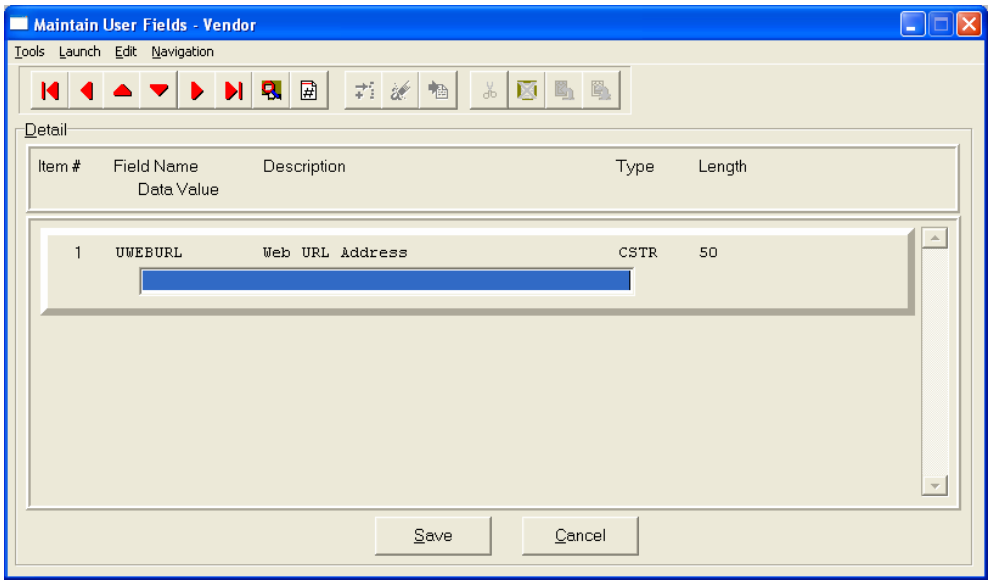
A maximum of one hundred (100) user-defined data fields may be added to any single Infinity POWER data file. Remember to follow the steps outlined earlier in this section once you have added all of the additional fields you desire. Otherwise, the results you expect will not occur.

Accessing User-Definable Fields

Once all of the fields have been added or changed and all of the necessary steps to convert data files have been handled correctly, these files can easily be accessed.

To Access User-Definable Fields:

1. Select the master file option, such as **Add**, **Change** or **Inquire** on a **Customer/Vendor/Item #** and make your normal entries and edits. At the point of validating the screen, the system will check if additional user-defined fields have been added to the system. If there have been new fields added to the file, then the User Fields button displays on the screen.
2. <Click> the **User Fields** button. The Maintain User Fields screen displays listing all the user-defined fields that have been added to this particular file. This could be up to one hundred additional fields, if desired.



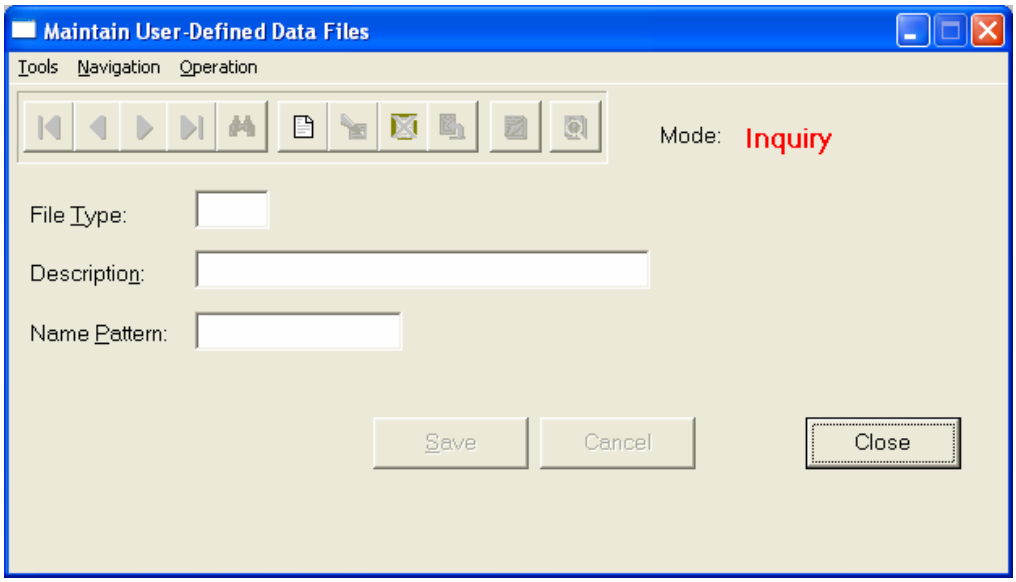
3. Enter the appropriate data into any of the listed fields. Data may be entered based on the formatting characteristics entered for each field. Changes can be made to any of the standard **Infinity POWER** data fields as normal.
4. When completed, <click> on the **Save** button to validate and the information will be added to the file.

Option 3 - Edit Utility for User-Defined Data Files - UTILITY ID = DPUFILE

This utility function allows the user to define external data files that have been created using a third party application. The accounting applications will not be able to access these files, however, the **Infinity POWER Report Writer**, **Report Writer Run-Time** or the **POWERServer** modules will have access to all fields created within these files. The ***"Edit Utility for User-Defined Data Fields"*** can then be used to define the fields for these user files.

To Define the Fields for User Files:

1. <Click> the **Execute** button for this line item. The Maintain User-Defined Data Files Screen displays.



2. There are four choices that allow you to **Add, Change, Delete** or **Copy Existing User Files**. <Click> on the appropriate selection.
3. Once you have added your files, you will then need to set up any user fields for these files using the menu option **Edit Utility for User-Defined Data Fields**. You will only need to enter the fields of the data file that you wish to access through the **Report Writer** or the **POWERServer** modules.
4. <Click> the **Create a Record** button. The cursor moves to the first field and prompts you to enter the name of the file that you want to add (**File Type)**. The file type must begin with the characters **WK.**

   Although you can add files, the system will not allow you to add information to them through the **Infinity POWER** programs. Information must be written to these files via a third party application. However, the **Infinity POWER Report Writer** and **Report Writer Run-Time** as well as the **POWERServer** modules will be able to read and retrieve information from these files.

   This may seem confusing at first, but after further review, it does make sense. Part of the capability of this feature is to allow third party software developers the ability to use the **Infinity POWER** core products as the backbone of their custom software applications.

Combined with other third party applications, the **Report Writer** modules may be used to combine information from two or more separate sources. Likewise, the **POWERServer** module may access or write information to a file that is used for Internet Electronic Commerce activity. Keep in mind, that once these files have been added and converted correctly, they become part of the standard data dictionary that the **Infinity POWER Report Writer** module can directly access for customized reporting.

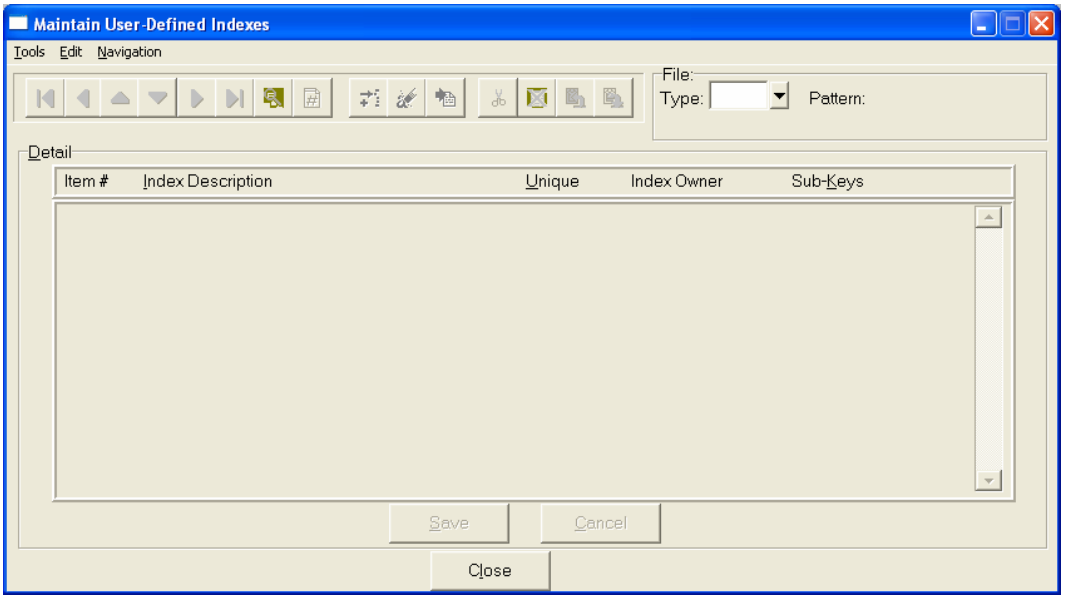
Once you have defined the name of the file to add, a new screen will appear with two data items. These fields will allow you to describe the file and set up its parameters for use within the system.

Description	This is a thirty **(30)** character field that allows you to enter the description you want to see for the new file you are adding to the system. This will be what is displayed on the screen for users to read to determine what information is retained in this file.
Name Pattern	This is the name of the data file you will be creating with your third party application.
Change, Delete and Copy Existing User Files	These additional options allow you to specifically make changes to the files you have added, delete them, or copy them as part of adding other new fields to the system. They are simply maintenance options for this whole routine and are self-explanatory.

Option 4 - Edit Utility for User-Defined Indexes - UTILITY ID = DPUINDX

This utility function allows the user to define **"indexes"** for special searches and sorting routines on the **Infinity POWER** data files. This enables a user to search for records based on a field they desire. The ***"Edit Utility for User-Defined Indexes"*** can then be used to define the **"key"** search and sorting fields for these user files.

1. By <clicking> on the **Execute** button on this line item, the following screen displays:

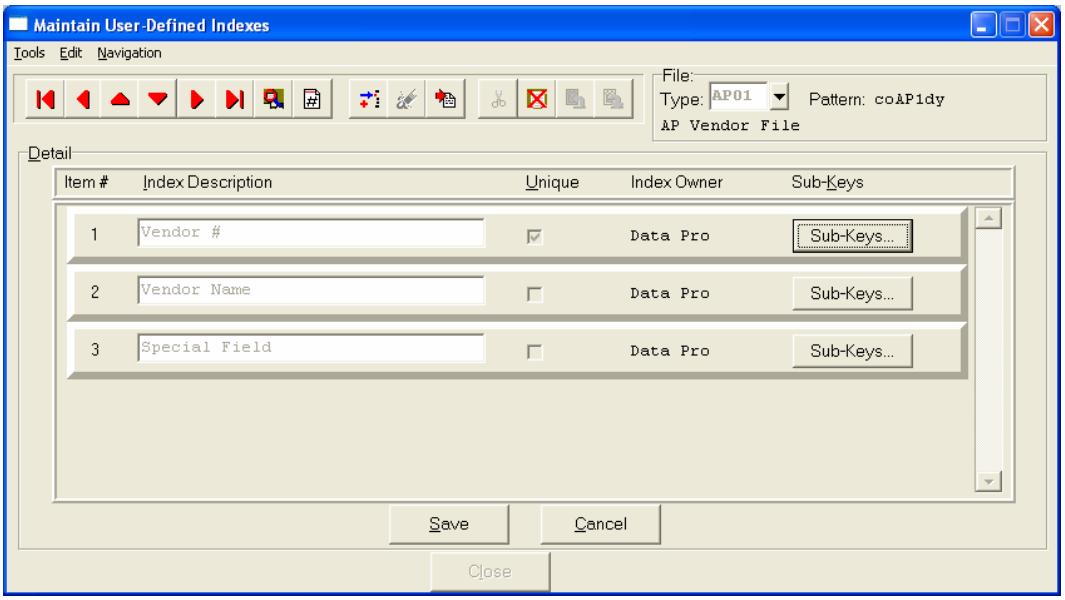


By selecting this option, a new screen will appear that will prompt you to enter the name of the file that you want to add an index to (**File Type)**.

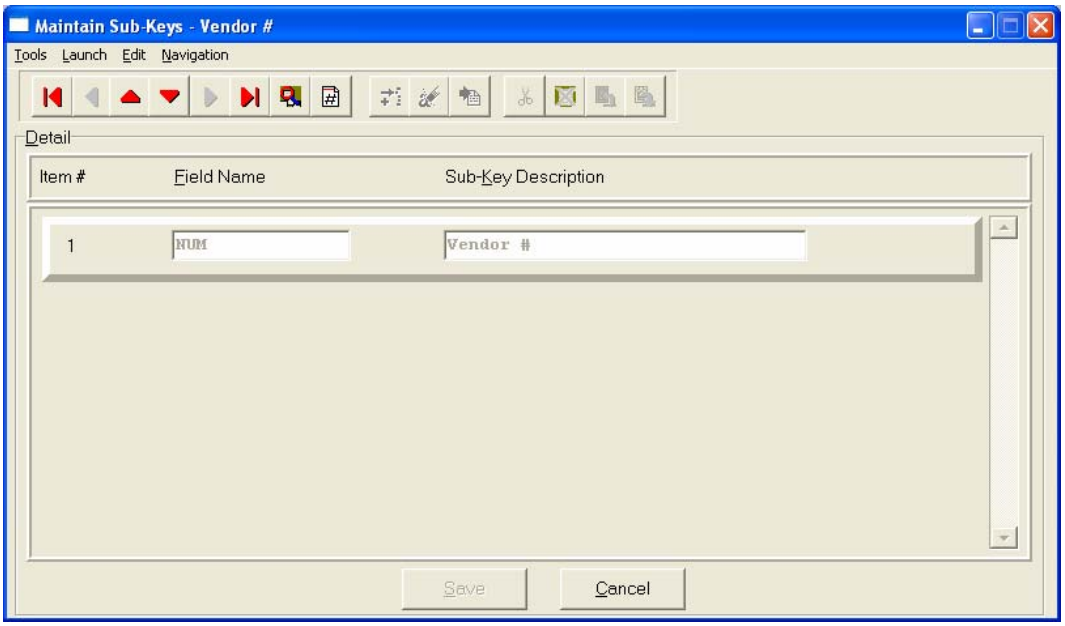
Each **Infinity POWER** data file can be sorted in up to ten **(10)** different major key sorts. Within these major key sorts, you can have five **(5)** different sub-key sorts. For example, you want to sort the Accounts Payable transaction file by General Ledger Account Number. You would also like this data sorted by Vendor Number and then by Date.

The **Key Sort** would be the General Ledger Account Number and the sub-key sorts would be the Vendor Number and Date. This example only depicts one **(1)** Key Sort with three **(3)** sub-key sorts.

The following is an explanation of each of the data fields on this detailed portion of the screen:



Index Description	This is a thirty **(30)** character *(alpha/numeric)* field which is the description for the **"Key"** you are defining. This description will appear in on your ***"Special Search"*** screen.
Unique	This data field defines whether or not this Key is unique. For example, chart of account numbers are unique. You cannot have two Chart of Account items with the same account number. By <clicking> on this check box, you are indicating to the system this is a unique key.
Index Owner	This data field defines whether this index is a system owned ***(Data Pro)*** index or one that has been created by a User. To define the Sub-Keys for a given index, <click> on the **"Sub-Keys"** button for a specific line item to advance to the next screen to define the sub-key preferences.
Field Name	This is the name of the field you are defining as the sub-key. Press the **F2** key to gain access to the scrolling list of available fields for the file you have selected.
Sub-Key Description	This is a thirty **(30)** character *(alpha/numeric)* field which is the description for the **"Sub-Key"** you are defining. The description of the **"Key"** associated with this **"Sub-Key"** will appear on the ***"Special Search"*** screen.



2. Once you have entered your Sub-Key information, <click> on the **Save** button and you will return to the main screen. <Click> on the **Save** button to validate your entries.
3. The final step requires that you **Convert Data Pro file to match data dictionary**. This is the exact file name of the **Infinity POWER** data file that has had changes made to its file structure. For instance, if the Customer Master File in Accounts Receivable has had indexes added to the **2004** data file, the name of the file would be:

INSAR104.DBF

The first three characters represent the company id or number. In this case, **INS** represents the **Infinity POWER Sample Company**. However, this name by itself does not include the full or relative directory path. Therefore, the system would not know where to find the file to convert it.

If the data files were located in the default **Infinity POWER** directory structure, the correct answer would be one of the following:

C:\POWER\DATA\INSAR104.DBF ***(Windows Character-based)***

.\DATA\INSAR104.DBF ***(Windows Character-based Relative Path)***

/usr/power/data/insar104.dbf ***(UNIX)***

./data/insar104.dbf ***(UNIX Relative Path)***

If you type in an invalid file name, the system will then display a **"Near Match"** window listing all of the data files loaded in the data directory. You may use the up or down arrow keys to scroll through the file to find the correct data file name and press **ENTER** to make your selection.

If you are not sure which files contain what data, you may refer to **Chapter One** of each program's user manual. A complete description and the naming structure of each data file is outlined in every program manual.

Option 5 - Utility to Re-Build Sales Tax Accumulators - UTILITY ID = DPUARTAX

This utility will re-calculate your Sales Tax **"monthly accumulators"** based on the transactions for the month you **currently** have your **System Date (F3)** set to.

The first time you run this utility, it will create the new **"dated"** Sales Tax File *(for example insar604.dbf)*. It will also calculate the current month's tax accumulators. After you have finished the current month, press **F3** to change your date to the previous *month (you can use the last day of the month if you want)*. Continue this for **ALL** of the months in your current ***(fiscal/calendar)*** year and for at least the last month of your previous year.

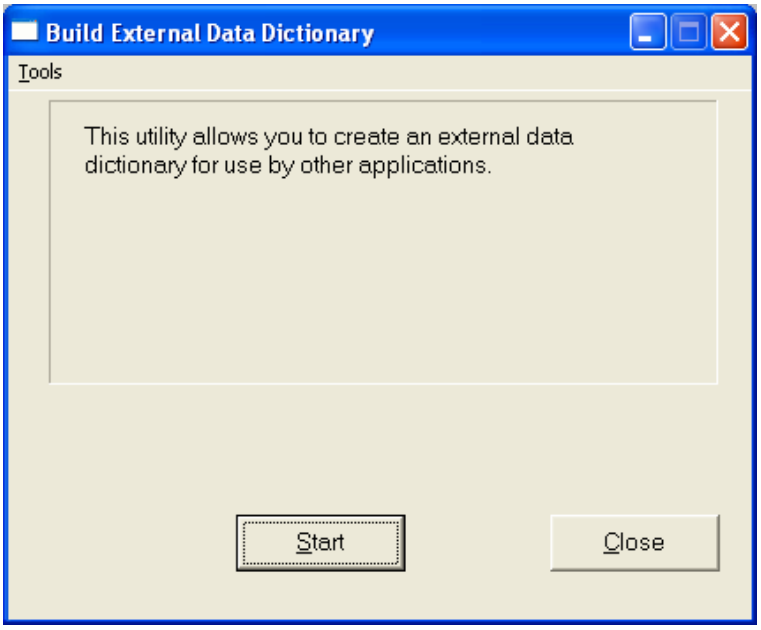
This utility may be used at any time to recalculate your monthly sales tax accumulators based on the detail transactions in the transaction file.

Option 6 - Utility to Export Data Dictionary - UTILITY ID = DPUBLDD

This utility function allows the user to rebuild the **Infinity POWER** data dictionaries after changed have been made to field or file structures. This procedure **MUST** be executed after each time a change has been made to the files. This change may be attributed to a user-definable field being added, changed or deleted. It could also be attributed to a new user-definable file being added, changed or deleted or a user definable index that has been added or changed.

Both the standard **Infinity POWER Report Writer** and **Run-Time Report Writer** modules as well as the **POWERServer** module will not recognize new fields that have been added to the system if this option has not been run first.

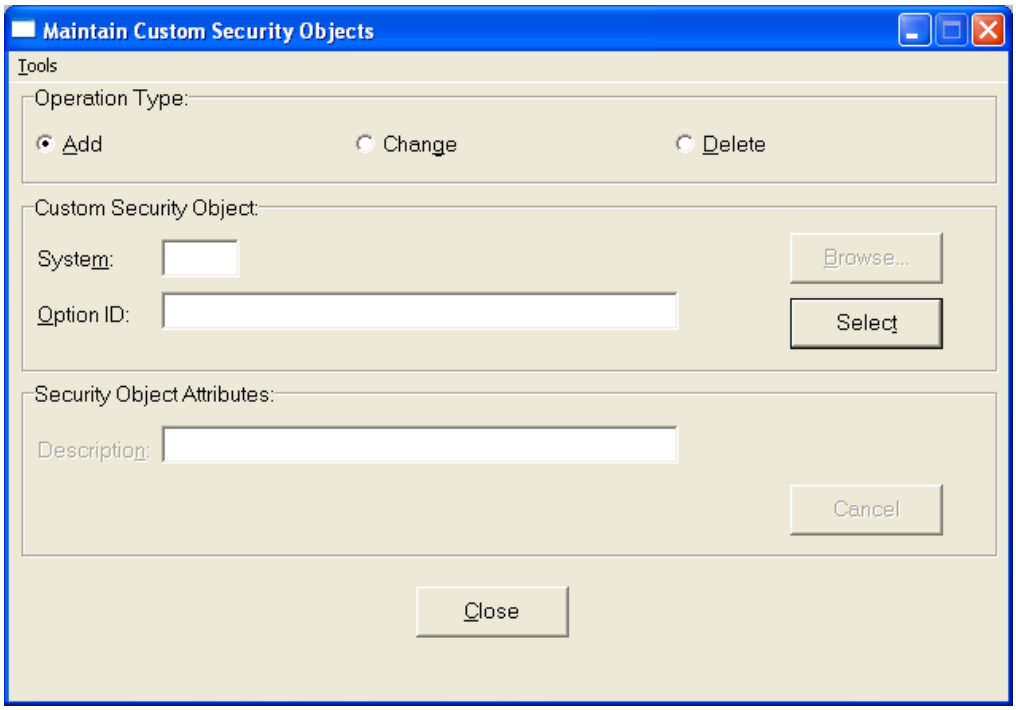
By <clicking> on the **"Execute"** button for this line item, the following screen will appear:


Build External Data Dictionary
Tools
This utility allows you to create an external data dictionary for use by other applications.
Start
Close

When you select this option, the system will rebuild the data dictionaries based on the new information added to the files. When this procedure has been completed, you **MUST** exit the programs completely and then re-enter **Infinity POWER.** Then, run Option #1, ***"Convert Data Pro file to match data dictionary"*** to access the new field and file information.

Option 7 - Add/Change/Delete Custom Security Objects - UTILITY ID = DPUSSCO

This utility will allow you to add, change or delete **"Custom Security Objects"** in the **Infinity POWER** system. <Click> on one of the **"Operation Types,"** then enter the **"System"** and the **"Option ID."** <Click> on the **"Select"** button when you are ready to save your change.



A good example of why you would use this would be if you were to add an option such as a new **Crystal Report** or **Intranet** web-based option to your menu system and you wanted to provided security access to these options, this menu option will allow you to setup the security for these new custom options. Once this is completed in this section, don't forget that you will need to go to the **Advanced Security Administrator** and run the option **"Update Company Rights"** so that you will be able to setup security rights for these new options.

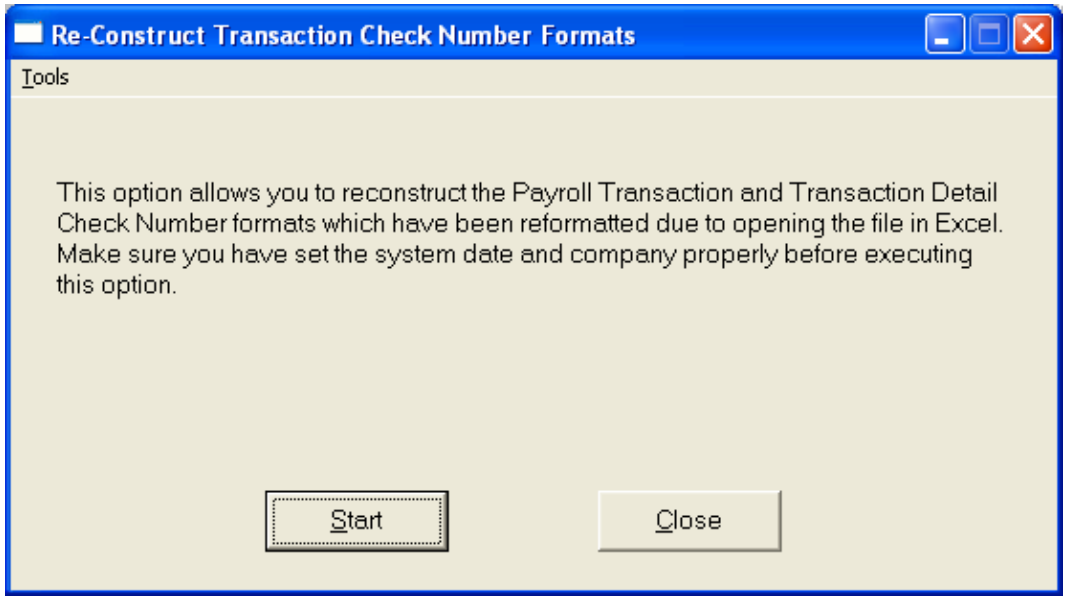
Option 8 – Reformat PR Transaction Check Numbers - UTILITY ID =

One of the biggest Technical Support issues the Data Pro Support Group receives on a regular basis is the fact that users can no longer get access to their Payroll files suddenly. Many will state that nothing was done to their system to cause this, but the reality generally shows a common problem that managers everywhere have to watch for. Although Third Party access to data files can be a major plus in some cases, it is not always so. This is particularly true when users inadvertently save existing information in the data files using a product like Microsoft Excel or Access where the justification is no longer compatible with Data Pro formats.

When this occurs, error messages are going to appear to the user. This is why this menu option is included in the software. Enough users access their data intending to do the right thing, however, they make mistakes and save it incorrectly. This option allows you to fix these mistakes and move on. By using the instructions on the following screen, users will easily be guided to a successful realignment of their data files and back to being able to process their Payroll again.

WARNING

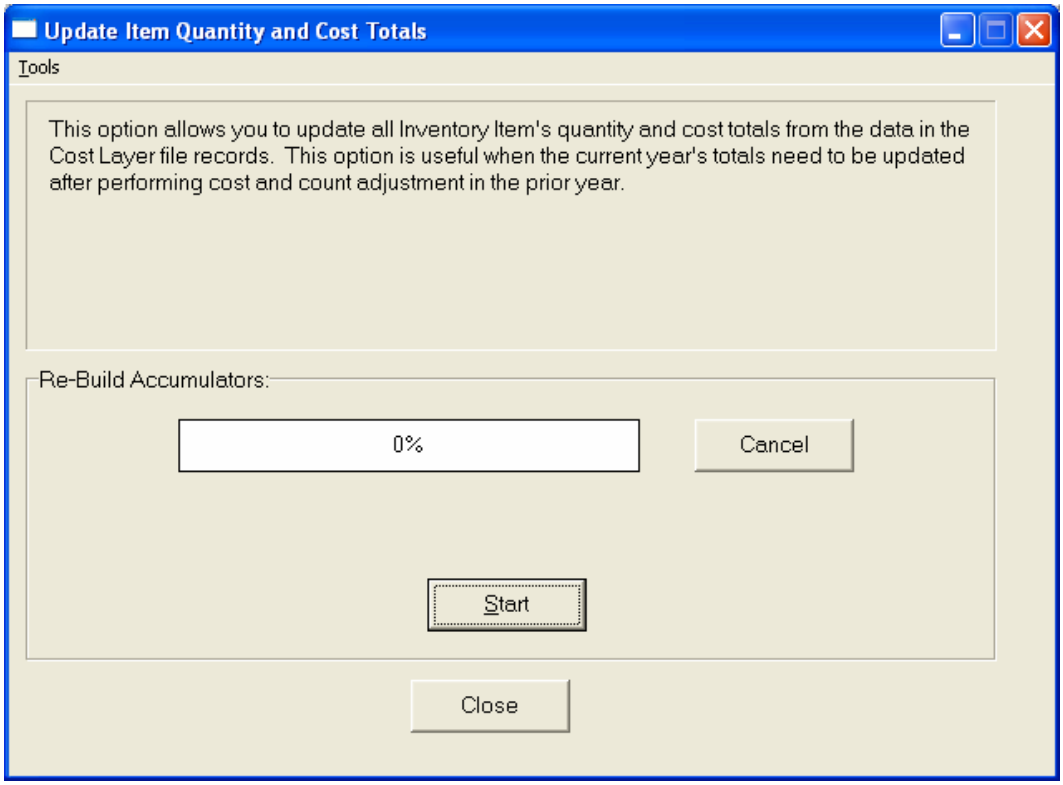
BE WARNED, this can occur when accessing **ANY** Data Pro data file by a third party application, particularly a Spreadsheet like Microsoft Excel. Remember that the safest way to access **Infinity POWER** data files is to use the **"Query Option"** in these applications. This way, it will save the data into another file type and not damage your original data files.


Re-Construct Transaction Check Number Formats
Tools
This option allows you to reconstruct the Payroll Transaction and Transaction Detail Check Number formats which have been reformatted due to opening the file in Excel. Make sure you have set the system date and company properly before executing this option.
Start
Close

Option 9 – Update Item Quantities and Costs - UTILITY ID =

This is a very useful utility for many companies who have a timing issue with their inventory physical counts across fiscal years. Therefore, users may have started new year's data files so that they could continue running their business ***(i.e. across from 2003 to 2004).*** This allows them to continue to sell in Accounts Receivable, Point of Sale and Sales Order Entry all the while integrating to Manufacturing Inventory Management. In the meantime, a complete physical inventory count may have take place over the Christmas Holidays and could have taken several days or weeks to reconcile. In other words, it could run well into the new year to verify.

Once all of the adjustments are made in the old fiscal year, thus adjusting the prior year's General Ledger as well, this option can be used to now update all of the inventory quantity counts in the Inventory Master File in **"New Fiscal Year"** to reflect all of the adjustments (up or down) to the various cost layers of each item. This option allows the user to synchronize their data files and move on with their normal operations. This option may be run as many times as is necessary. Remember, any adjustments made to inventory physical counts in a prior fiscal year affect that year's General Ledger files. That means that the General Ledger option to **"Bring Balances Forward"** under **"Setup and Maintenance"** should be run anytime an adjustment of this nature is made.


Update Item Quantity and Cost Totals
Tools
This option allows you to update all Inventory Item's quantity and cost totals from the data in the Cost Layer file records. This option is useful when the current year's totals need to be updated after performing cost and count adjustment in the prior year.
Re-Build Accumulators:
0%
Cancel
Start
Close

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CHAPTER 6 GLOSSARY OF TERMS

In this section you will find a listing, with definitions, of the terminology utilized throughout all **Infinity POWER** manuals. Some of the terms are universal to computer language; however, some of the definitions have been designed to show you exactly how the **Infinity POWER** programs interact with your computer system.

TERM	DEFINITION
Activity	Transactions entered into an accounting system.
Aging Categories	User defined periods of time, measured in days, into which the program groups outstanding accounts receivable, and/or accounts payable open items.
Alpha/Numeric	Characters consisting of the upper and lower case letters **"A"** through **"Z"** and the digits **"0"** through **"9."**
Alpha/Numeric Field	A field type that permits the use of both letters and/or numbers.
ALT Functions	**ALT**-Functions are the combination of the **ALT** key and one of the **F1** - **F10** function keys. They operate similar to function keys. If your terminal does not support the **ALT F1 - F10** key combinations, the same functions can be accessed by pressing the **F1** key and selecting the appropriate option from the function menu.
Audit Trail	An audit trail is a record of all transactions printed at the time a transaction is entered. This allows you to follow the history of an account balance and its sources.
Backorder	A sales or purchase order request to deliver merchandise or services that have been ordered, but not shipped or received. Items would normally remain on backorder until either completed or canceled.
Backup	To make copies of computer information, usually from a floppy disk or a hard disk to another floppy or hard disk or to a tape backup unit. This will preserve the original information in case of loss or damage. All standard data processing procedures require daily ***"in-house"*** and weekly ***"off-site"*** backups.
Balance Forward Aging	The alternative to an Open Item method of posting in Accounts Receivable. Amounts due are not associated with specific invoice numbers beyond the accounting period *(normally a month)* of entry into the system. At the end of the period, all outstanding balances are carried forward in a single balance figure without preservation of the detail.
Batch	A data processing method in which a group of similar transactions or a quantity of similar transactions are entered into a computer system, stored in a temporary or ***"batch"*** file, which can then be posted completely at a later time. This method is normally utilized to streamline data entry. ***(The opposite of On-Line Processing)*.**
Character	A single letter, numeral, or symbol. It can include virtually any key on a computer keyboard, including spaces.
Character Field	A field type that permits the use of either characters ***(letters)*** or numerals; an alpha/numeric field.
Composite Video	A monitor which has a single color display but also has the ability to display graphics. This monitor type or a color monitor in combination with a graphics card are the minimum hardware requirements necessary to utilize the graphics capabilities in any **Infinity POWER** module.

TERM	DEFINITION
Concurrent Printing	Concurrent printing is the ability to simultaneously perform more than one operation on your computer at a time, ***(e.g., print a report while you execute another option)*.** You also have the ability to print a preformatted document while simultaneously processing in an **Infinity POWER** program.
Credit	An entry to the right-hand side of an account. Records an increase to a liability, equity, or revenue account and a decrease to an asset or expense account. The opposite of a debit. ***(Total Credits must equal Total Debits for accounting books to balance.)***
Data	Raw information that the computer receives processes or produces.
Debit	An entry to the left-hand side of an account. Records an increase to an asset or expense account and a decrease to a liability, equity or revenue account. The opposite of a credit. ***(Total Debits must equal Total Credits for accounting books to balance.)***
Default or Default Value	A value assigned automatically by the computer when the user does not change any information before pressing the **ENTER** or **RETURN** keys. Throughout all **Infinity POWER** products, many defaults can be defined by the user in the configuration stages; many others will be set by the programs automatically.
Disk or Diskette	A data storage medium, normally magnetically encoded, which is used for storage of programs and data.
Disk Drive	The device used to store and retrieve information from a disk; usually assigned a letter to designate it from other disk drives present in a computer system. A computer system can consist of either floppy disk drives or hard disk drives or a combination of the two.
DOS	***(Disk Operating System)***. The primary software required on Personal Computers to allow high level programs, such as the **Infinity POWER** products, to communicate with specific hardware devices. This was prevalent until Microsoft introduced the Windows Operating System. All general purpose computers must use an operating system. **MS-DOS** is no longer the current standard among most major microcomputer manufacturers.
DOS Commands	General purpose commands that allow the user to control specific hardware devices, for specific tasks, through the use of DOS.
Double Entry Accounting	The basic standard accounting system, in which each transaction generates both a debit and a credit to an account in the general ledger system.
Drive Assignment	A letter between **A** and **Z** which is used to designate a logical storage device. Normally, the first floppy disk drive assignment is **"A:"** and the first hard disk drive assignment is **"C:"**
Edit or Editing	To modify data that is currently resident in the system.
Error Message	Messages designed to warn the user that a change is required to proceed. Either the operator has, or is, attempting to do something wrong or there is a hardware/software failure somewhere in the system.
Escape/ESC	The **ESC** key simply allows exit of the current option, or returns you to the previous screen or menu.
Field	A specified ***"piece"*** of data which is stored by the system and can normally be printed, edited, or displayed by the user, ***(e.g., the customer's name line found in an Accounts Receivable Master File)*.**
Field Width	The number of character positions in a given field.

TERM	DEFINITION
File	An organized group of related records stored on a disk. Each file has a name by which it can be accessed.
Filename	The label you or the program assigns to a file. In **DOS** there are eight characters available before the period and three characters available after the period for the extension in a file name. Special characters such as *****, **.**, / and \ may not be used in file names because they are utilized by operating system software for system commands. Although the Windows operating system supports longer filenames, it is recommended that the standard **8.3** format be maintained.
Fiscal Year	One of **12** or **13** periods ***(usually calendar months)*** in a company's fiscal or business year. This must be set in the system configurations so that the programs will know how to accumulate ***"Year to Date"*** information. A fiscal year can begin or end on any month of the year.
Foreground Process	When simultaneously executing multiple programs, the program which requires active user interaction is the Foreground Process.
Format Command	A command used to prepare a new disk for use by the computer system. Formatting destroys all existing data on a disk, therefore, you must be careful in the use of this command.
Function	A function is a task performed by the use of special keys. Functions operate the same way regardless of what program you are in ***(e.g., "F1" always accesses the Help Screens).*** Functions may be accessed at any time, from most places in a program.
Hard Copy	Computer output which is printed on paper.
Hardware	The physical equipment of a computer system, including the mechanical devices such as disk drives, printers, cables, terminal or screens, and the keyboard.
Input	Data entry into a computer system through the use of the keyboard, mouse, bar code reader, or any other device.
Interactive Modules	Program modules which utilize and update data within other modules.
Journal	The accounting system's book of original data entry. A daily recording of all transactions, containing all essential facts and figures connected with each transaction.
LAN (Local Area Network)	Two or more computers connected together to share resources and peripherals; such as printers and disk drives.
Ledger	A formal record on an account's activity during a specified period of time.
Local	A device attached directly to your computer system. Opposite of remote.
Macro	A macro is a preset sequence of keystrokes defined by the operator, which can be activated by a simple keystroke sequence
Masking	A user definable conditional statement used for selecting data and printing reports. This feature gives you the ability to select specific data records for reporting/printing purposes, and ***"mask"*** the remaining information in that file. Each program has its own specific usage for masking. By setting up specific parameters you wish to sort on, the system will sort through its records and only report or print those records which meet this criteria.
Menu	The screen display in a computer program that lists the available choices for the user's selection.
Monochrome	A monitor which has a single color display with no graphic capabilities.

TERM	DEFINITION
Multi User	A multi-user system is a group of terminals sharing one central processing unit. This type of system allows multiple users to share a single computer through the use of terminals.
Network	Two or more computers connected together to share resources and peripherals; such as printers and disk drives.
Numeric	Numbers as information.
Numeric Field	A field type in which only numbers may be input. The dollar value of an open item would be a numeric field. **($250.00)**
On-line	A method of posting in a system where all transactions are updated to their final destinations immediately upon entry into the system. No additional steps are necessary to get them there. The exact opposite of **"Batch."**
Open Item	An individual transaction in progress in an accounting system. For instance, invoices written but not paid in Accounts Receivable, or invoices received but not paid in Accounts Payable. The alternative to the Balance Forward method of accounting in accounts receivable. This method associates every invoice amount with its corresponding invoice number when the Open Item option is selected when setting up a customer. This allows the user to keep a record of specific unpaid *(open)* invoices regardless of the date of the invoice. Every invoice is listed until it is paid or removed with a format entry such as a credit memo.
Operator	The person interacting with and controlling the computer and its programs. Same as user.
Option	An option is a specific menu choice within an **Infinity POWER** program. Each option performs a specific task within a program.
Output	Information transferred out of the computer system to other devices such as a printer, a computer monitor, or a disk drive. The opposite of input.
Parallel Printer	**(LPT in Windows Character-based /WINDOWS GUI)** **or (PRN in Linux)** A method of data transfer utilized by external equipment attached to your computer; such as a printer.
Parallel Processing	The simultaneous processing of accounting information using your existing accounting procedures while you implement a new accounting method. These procedures are essential to the successful, smooth transition from one accounting method to another. Normally, a three to six month parallel processing period is recommended.
Parameter	Directives used in conjunction with a command which indicate special conditions or necessary information.
Password	A code that must be entered, by the user, before the system allows the user to proceed with operating a particular feature.
Path (Subdirectory)	A user definable method of dividing a disk into logical sections for file organization. For instance, all **Infinity POWER** files may reside on one subdirectory and all word processing files on another.
Post (Posting)	To record accounting transactions into the system. Often these transactions are directly related to a previous transaction, batch, or open item.

TERM	DEFINITION
Prompt	A message from the computer that indicates that the operator may now perform data entry of some kind.
RAM Disk	A temporary, logical disk created in memory **(RAM)** of the computer.
Record	A set of related fields of information treated as a single unit in a data file. A customer in the Sample Company would be an example of a record. Not the entire customer file.
Recurring Transactions	Transactions which automatically repeat on a consistent, predefined basis. They are set up once to be posted to each consecutive accounting period depending on how they have been set up.
Remote	A device located at a different physical location from your main computer configuration and attached through communication channels of some kind.
Scroll	The up and down movement of text or data on your screen. When more data is available to be viewed than the current screen can display, scrolling moves the lines of data up or down, allowing you to view the entire file. Scrolling detail dialog boxes colors can be modified within the Display tab in the Configuration options.
Search	The method of retrieval of a record from a data file.
Serial (AUX)	A method of data transfer utilized by external equipment attached to your computer; such as a printer or modem. Please consult the manuals of your external equipment for their specific configuration.
Single User	A hardware configuration allowing the processing of one individual operator.
String	A related, contiguous sequence of characters and/or numerals of specified length and purpose.
Source Document	An original transaction document. Can include such items as checks, invoices, sales orders, and receipts.
Subdirectory (Path)	See path definition.
Subsidiary Ledger	A group of related accounts, separate from the General Ledger, used to record and tally transaction detail and summarize it in a general ledger account.
System	Generally, a system is the combination of your hardware and software which work together to accomplish a specific task or group of tasks. The term **"system"** is also used to describe an **Infinity POWER** program module.
User	See operator.
UNIX	***(UNIX Operating System)***. The primary multi-user software required on a hardware configuration to allow high level programs, such as the **Infinity POWER** products, to communicate with specific hardware devices. All general purpose computers must use an operating system. **Linux** is the current popular version of **UNIX** supported by **Infinity POWER**. Mentions of **UNIX** and **Linux** throughout this manual are synonymous.
UNIX Commands	General purpose commands that allow the user to control specific hardware devices, for specific tasks, through the use of the Linux operating system.
Validate	To instruct the program to store specific data entry to a file.
Window	A mini-screen of information which allows data entry, menu selection, special messages, or other windowing techniques.
Windowing	The ability to overlap one program or option over another program ***(that is currently being processed),*** without interfering with the original program. Used in the system as a convenience to ***"Pop Up"*** a special function, such as a calculator for quick use and then return to the original screen to continue processing.

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CHAPTER 7 APPENDIX

This chapter serves as a reference guide for hardware/software requirements and warning/error messages.

HARDWARE/SOFTWARE REQUIREMENTS

This section defines the hardware and software requirements necessary to run **Infinity POWER** modules. This will include memory requirements, disk space requirements, and other optional requirements. If you do not have the required hardware or software to perform specific optional tasks, please see your dealer to obtain the necessary equipment.

Please note that the **Infinity POWER** products are designed to run on **INTEL** based computers. This includes **Windows Graphical Interface (GUI), Windows Character-based,** and **SCO UNIX/Linux**.

It is the major differences between computer processors that require ***Data Pro Accounting Software*** to make such major internal changes to its software to support these various hardware platforms. Although the functionality, look and feel, and compatibility is the same across all support hardware platforms for character based products, there are major differences between these platforms.

The fact that we do keep these products compatible is a major advantage of using and supporting the **Infinity POWER** product line. In fact, **Infinity POWER** products' data files are completely **"binary compatible"** across all platforms.

This means that data files generated on one operating system platform may be transferred via a communications product to another platform and the data files are immediately available for use. No additional steps are required to convert the file's data structure!

Data Pro Accounting Software makes no warranties for compatibility on any machines not listed as fully supported computers on our price sheets.

The types of hardware and software necessary are discussed below:

- **RAM Memory**
- **Computer Hardware Requirements**
- **Disk Space**
- **Printers**
- **Windows 2000/XP/2003 Versions**
- **Bar Code Equipment**
- **Cash Drawers**

RAM Memory

Windows based **Infinity POWER** modules require a minimum of **256 MB RAM** memory to run the base programs. This will allow you to perform all normal accounting. Keep in mind that this is the amount of memory required for **Infinity POWER Windows GUI** and not for your whole computer system. If you are running other Windows applications at the same time, you must account for their memory requirements as well.

Computer Hardware Requirements

All **Infinity POWER Windows GUI** programs require a **Pentium based** computer to operate.

Disk Space

All **Infinity POWER** programs require a hard disk to operate. **Windows GUI** based systems require a minimum of **500MB** hard disk.

Printers

All **Infinity POWER** modules require printers capable of printing **132** columns wide. If you have a printer which is **80** columns wide, but supports **132** column format in the compressed mode, you will be able to print standard **Infinity POWER** reports.

However, the system supports some preprinted forms which require the **132** column format in the standard print mode. If you are not using these forms, the compress print mode will suffice. The **Infinity POWER** products also provide complete support for the Hewlett-Packard LaserJet Printer and **100%** compatibles, both in normal printing mode as well as in landscape mode, to print in the **132** character format.

Any other LaserJet printer using the same character sets and codes should be compatible.

Bar Code Equipment

Bar Code Readers may be used with **Infinity POWER** products as long as they support an **"In-line Keyboard Interface."** *(Keyboard runs through the Bar Code Reader Controller)*. Other specific vendors' products may also be supported. For instance, a **Zebra (Eltron)** line of printers is highly recommended for use with the Manufacturing Inventory Management and Purchase Order Entry modules for the printing of bar code labels. Specific instructions on use of these printers with **Infinity POWER** are discussed in each of these specific accounting manuals. For verification, please contact the Data Pro Support Services Department.

Cash Drawer

The **Infinity POWER** products support a wide range of cash drawers. To utilize a cash drawer, you must have a serial port *(RS-232 Interface)* in your computer, unless you are using a special **"Y"** connector from your parallel port that is available with special models. If you have two serial ports installed, configure the cash drawer to **COM2**.

The Indiana Cash Drawer and MS-Cash Drawer come pre-wired, so no additional wiring or configuration is necessary.

WARNING/ERROR MESSAGES

Warning messages will appear in a ***"Pop Up"*** window overlaying the screen or in the error message area on the bottom right of your screen. They will inform you of any problems in the system, regardless of whether they are generated by the computer system, printers, **Infinity POWER** programs, data files or the operator. When a message appears on the screen; it does not necessarily mean there is a problem with the software. Problems may occur in many ways and, in most cases, because something has not been set up properly.

In most instances, it will be easy to determine the problem yourself with the help of the informational screens that will ***"Pop Up"*** when a problem occurs. However, as a member of the **Data Pro Support Plan**, if a problem arises and you cannot determine the cause or a solution, call our telephone support line at:

727-803-1550

It is extremely important to keep track of these problems. Our support services staff will need valuable information about these warning messages to determine the nature of your problem. The more information you can give us, the better we will be able to support you.

If a problem arises, we recommend that you:

- **Print the screen or write down the warning message.**
- **Write down everything you were doing at the time the warning message was generated. *(As little as a single keystroke could be very important)*.**

In addition to tracking your steps that may have caused the error condition, the **Infinity POWER** programs automatically keep a **"log"** of all error messages presented by the **Infinity POWER** software. Therefore, each time you get an error message similar to the one displayed above, it will also automatically be written to a file called **"ERRLOG??.co"** located in the **POWER** or program directory. The **"??"** listed in this example represent the day of the current month of processing. The **"co"** listed in this example represents the company that was being processed in.

If you are keeping multiple sets of books for different companies, there will be a different error log file for each company. The company number will always be the extension. For example, if you are processing on the **10th** of the month using company number **100**, and incur an error message, a file will be created by the system with the name **"ERRLOG10.100."** Should you receive another error message on the following day, another file will be created and its filename will be **"ERRLOG11.100."**

The system will create a unique file for each day of the month based on the computer's clock/calendar date. It will however, only keep one month's worth of error messages. Therefore, the next month you process in, if you incur an additional error message on the same day of the month, the old messages will be deleted and replaced by the new message incurred in the current month of or any other text editor program processing.

To review the error messages, go to the **Windows *"Notepad"*** The system will then display the contents of all of the error messages for that day of the month. You may look through them on the screen or print them to your printer for hard copy review.

If you want to keep these error messages on a month by month basis, it is recommended that on the last day of each month that all **ERRLOG** files be copied to a different floppy disk from the prior month and labeled accordingly. All of these files reside in the **POWER** or program directory.

This information will be very helpful to the Data Pro Support Services staff in assisting you. It is recommended that you print this information first before making your support call.

The following is a list of all **Warning/Error** messages used throughout all **Infinity POWER** modules:

MESSAGE	MEANING
#1 - Internal Error	You have encountered an error that is normally not expected. The causes could be varied. Escape back to the Main Menu and retry this option. If this problem continues, power down and check all of your hardware cable connections.
#2 - Out of Memory	You have attempted to use advanced features which require more memory **(RAM)** than your computer has available. To remedy this problem, one of the following procedures may be implemented: **1)** Don't use the advanced features. **2)** Install more memory. **3)** Reconfigure any RAM disk drives that you may be using.
#3 - Illegal Copy of this Program	You are using an illegal copy of this **Infinity POWER** program. Use of this program may be in violation of Federal Copyright Laws. If a properly licensed copy is being used, then it has not been installed properly. Please re-install at this time.
#4 - NULL Pointer Assignment	You have encountered a problem normally caused by: **1)** Unreliable RAM memory. **2)** Conflict with another program *(normally memory resident).* **3)** Partially destroyed data in a data file. Exit out of your system and retry this option.

MESSAGE	MEANING
#5 - #10	Not currently in use.
#11 - Invalid Drive or Subdirectory	You are attempting to use data files or programs from a disk drive or subdirectory which is non-existent.
#12 - Invalid File Name	You are attempting to use an incorrect filename.
#13 - File Not Found	You are attempting to access a data file which does not exist on the specified drive or subdirectory.
#14 - File Already Exists	You are either attempting to create a data file which already exists or to rename a file to the name of a file which already exists.
#15 - #19	**Not currently in use.**
#20 - Disk Access Error	You are attempting to access a disk drive which has one of the following invalid parameters: **1)** The drive/device does not exist. **2)** The disk/tape is not mounted properly. **3)** Hardware/Media problems exist. Please inspect the specified disk drive.
#21 - Disk Write Protected	You are trying to write information to a disk which is currently write protected.
#22 - Disk Full	You are attempting to write information to a data disk which is completely full. Please delete any unwanted files off of the current data disk before proceeding. **Note:** If you were processing accounting data when this error occurred, the entire transaction may not be updated. To correct this, you must either adjust your master files using the ***"Set Up"*** options or restore your backup.
#24 - File Already Open	You have executed an option which is attempting to open a data file which is already in use. You may proceed simply by pressing **ENTER**, however, it is recommended that you press **ESC** to return to the menu. Please notify Data Pro Accounting Software if you encounter this message.
#25 - File Access Error	You are attempting to access a file which is not able to be accessed. This may be caused by one of the following: **1)** Attempting to read past the end of file. **2)** Attempting to access a file which is out of sort. **3)** Attempting to access a file which is partially destroyed. This a general error message that can warn of very specific problems from an internal programming point of view. Should you receive this message, make sure to write down any information *(such as warning numbers, codes, etc.)* that may appear.
#26 - #29	**Not currently in use.**
#30 - Device Unavailable	You are attempting to use a hardware device not properly connected or is non-existent on your system. Check your printer, modem, cash drawer, or any other peripheral device to determine the source of the problem.

MESSAGE	MEANING
#31 - Device Timeout	You are attempting to use a hardware device not properly connected or is non-existent on your system. Check your printer, modem, cash drawer, or any other peripheral device to determine the source of the problem.
#32 - Device Fault	You are attempting to use a hardware device not properly connected or is non-existent on your system. Check your printer, modem, cash drawer, or any other peripheral device to determine the source of the problem.
#33 - Printer Not Ready	This system has detected that one of the following conditions exist: **1)** Your printer is currently out of paper. **2)** Your printer is not turned on. **3)** Your printer is not on-line. **4)** Baud rate or parity is not set properly *(serial mode)*. Press **ENTER** to continue after correcting the problem.
#35 - Invalid Hardware Configuration	Executing an option which requires specific hardware not currently installed on this system was attempted. Normally, it will be one of the following: **1)** Color Monitor **2)** Bar Code Reader **3)** Cash Drawer **4)** Telephone Modem
#36 - #39	**Not currently in use.**
#40 - File is Not Shareable	This message will appear when attempting to: **1)** Access a data file which is not shareable, or, **2)** Attempting to process in a **LAN** in Multi-User format before executing the MS-DOS command **SHARE.EXE**. This file will automatically be executed if the **Infinity POWER** programs were installed properly onto the **POWER** subdirectory **(SINGLE USER/LAN)**, **3)** Access a data file or subdirectory which you do not have read and write permission, or, **4)** Attempting to process in Single-User format and accessing files that are being accessed by other users.
#41 - File Already Locked	You are attempting to update a data file which is currently being updated by another user. When the other user is done with this data file, the system will allow you to access this file. Press **ENTER** to continue the access attempt; or press **ESC** to proceed with other processing. **NOTE:** Do not press **ESC** if entering transactions. Part of the transaction will not be updated.
#42 - Record Already Locked	You are attempting to update a data record which is currently being updated by another user. When the other user is done with this data record, the system will allow you to access this file. Press **ENTER** to continue the access attempt; or press **ESC** to proceed with other processing. **NOTE:** Do not press **ESC** if entering transactions. Part of the transaction will not be updated.

MESSAGE	MEANING
#43 - File in Use	You are attempting to perform major file maintenance while another user is accessing the file. While you perform the current option, no other users are allowed to access this file.
#44	**Not currently in use.**
#45 - File is Read Only	You are attempting to write data to a file which can only be read. Normally, this error is caused by the improper configuration of a Multi-User operating system.
#46 - #50	**Not currently in use.**
#51 - Data Change Restriction	You may not change the system date while you are executing the current option. Please exit out of this option before changing the date.
#52 - Company Change Restriction	You may not change the company while you are executing the current option. Please exit out of this option before changing the company.
#53 - On-Hold Level Restriction	You have already reached the maximum options on-hold for the system or your current hardware configuration.
#54 - On-Line Option Restriction	You are attempting to access an on-line option which may not be used while you are in the current option. This on-line option may be used at any menu or within only specified options.
#55 - #59	**Not currently in use.**
#60 - Option Not Available	You have attempted to access a feature or option which is currently not available due to your user-definable program configuration. Please review your Master Configuration for this system to insure proper configuration and/or system integration.
#61 - Manual File Not Found	You have attempted to access the 0n-Line Manual which was not found on your current program drive or path. Please make sure that your system was installed properly.
#62 - Macro File Not Found	You have attempted to access a keyboard macro which was not found on your current program drive or path. Normally, this warning indicates that the desired macro is not yet created. Verify that you specified the correct macro.
#63 - #69	**Not currently in use.**
#70 - No Existing Data Files	Data files were not found for the option you selected. Check the following: **1)** The system date must correspond to the desired month and year for processing. **2)** The company selected must already be created. **3)** Data files, drives or paths are configured properly. **4)** If demo programs are being used, the current files are not demo versions.
#71 - Data File Out of Sort	You are attempting to update a data file which has records out of order. Normally, this error is caused by hardware or media problems. You may correct this problem by choosing the option to re-sort your data files. **NOTE:** If the problem continues, contact your Infinity support representative.

ADDITIONAL SUPPORT SERVICES

The **Support Services Group** offers Custom Programming, Terminfo Drivers **(SCO UNIX/Linux)**, Report Writer Models, Forms Modifications and MAP Files for File Import Modules.

Custom contracts are prepared for each of these services which detail all of the specifications and costs involved with your request. Please contact **Data Pro Support Services** directly at **727-803-1550** to discuss your specific requirements.

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INDEX

1

13 PERIOD **4-16**, 4-17, 4-20
13 PERIOD ACCOUNTING 4-16
13 PERIOD PROCESSING 2-9

A

ACCESSING USER-DEFINABLE FIELDS 5-25
ADD MODE (PT0601) 5-2
ADD MODE (PT0701) 5-11
ADD USER DEFINABLE FIELDS 5-20
ADDRESS BOOK 5-1
ADDRESS BOOK FILE 5-6
ADDRESS BOOK FILE FORMAT 5-8
APPOINTMENT CALENDAR 5-10

B

BACKUP AND RESTORE 3-11
BAR CODE EQUIPMENT 7-2

C

CASH DRAWER 7-2
CHANGE MODE (PT0602) 5-3
CHANGE MODE (PT0702) 5-11
CHANGE PASSWORD (CTRL P) 3-13
CHANGE REPORT OUTPUT DEVICE 3-19
CHECK FOR UPDATES 1-13
COMBINATION KEYS 3-12
COMPANY BACKUP 3-11
COMPANY RESTORE 3-12
COMPUTER HARDWARE REQUIREMENTS 7-2
CONFIGURATION & INTERNATIONALIZATION 4-1
CONVERT DATA PRO FILE TO MATCH DATA DICTIONARY - *UTILITY ID = DPUCVFDD* *5-18*
COPY MODE (PT0604) 5-3

D

DATA FILE INDEX BUILDING UTILITY 1-15
DATA RECORD RETRIEVAL 2-5
DELETE MODE (PT0603) 5-3
DELETE MODE (PT0703) 5-11
DETAIL INPUT WINDOW 2-7
DISK SPACE 7-2
DISPLAY OPTIONS 4-10

E

EDITING KEYS 4-3
E-MAIL SETTINGS
  SPECIAL PRINT CONSIDERATIONS 4-8

F

F1 – ON-LINE MANUAL 3-3
F2 – INPUT HELP KEY 3-3
F3 – CHANGE SYSTEM DATE 3-4
F4 – CREATE OR CHANGE A COMPANY 3-6
F5 – ON-LINE CALCULATOR 3-7
FIELD EDITING KEYS 3-1
FILE MAINTENANCE 5-15
FISCAL PERIODS (XX0311) 4-16
FROM
  E-MAIL SETTINGS 4-8
FUNCTION KEYS 3-3

G

GENERAL CONCEPTS 2-1
GENERAL OPTIONS 4-11
GLOSSARY OF TERMS 6-1

H

HARDWARE/SOFTWARE REQUIREMENTS 7-1
HELP 1-9
HOST
  E-MAIL SETTINGS 4-8

I

IMPORT ADDRESS BOOK FILE (PT0608) 5-7
IMPORT CURRENCY FACTORS (XX0320) 4-29
INPUT FIELDS 3-16
INPUT OPTIONS 4-1
INPUT SCREENS 3-15
INPUT SCREENS 2-5
INPUT SCREENS AND FIELDS 3-15
INQUIRY MODE (PT0601 5-2
INQUIRY MODE (PT0700) 5-11
INTERNATIONALIZATION (XX0303) 4-22

K

KEYBOARD MODE KEYS 3-1

L

LOGIN (CTRL L) 3-12

M

MAIN INPUT WINDOW 2-6
MAINTAIN ADDRESS BOOK FILE (PT0607) 5-6
MAINTAIN APPOINTMENT CALENDAR FILE (PT0708) 5-13
MAINTAIN DATA FILES (PT0810) 5-15
MASKING 3-18
MENU BARS 2-1
MODULE PATHS (XX0310) 4-15
MS DOS/UNIX (RETRY BEFORE LOCK OUT) 4-22
MULTI-USER 4-21

N

NAVIGATION KEYS....4-2

O

ON-LINE HELP AND MANUALS....2-14
ON-LINE MANUAL (F1)....1-10
OPEN ARCHITECTURE/CLIENT SERVER....2-14
OPTION 2 - EDIT UTILITY FOR USER-DEFINED DATA FIELDS - UTILITY ID = DPUEDDD....5-21
OPTION 3 - EDIT UTILITY FOR USER-DEFINED DATA FILES - UTILITY ID = DPUFILE....5-26
OPTION 4 - EDIT UTILITY FOR USER-DEFINED INDEXES - UTILITY ID = DPUINDX....5-28
OPTION 5 - UTILITY TO RE-BUILD SALES TAX ACCUMULATORS - UTILITY ID =....5-31
OPTION 6 - UTILITY TO EXPORT DATA DICTIONARY - UTILITY ID = DPUBLDD....5-31
OPTION 7 - ADD/CHANGE/DELETE CUSTOM SECURITY OBJECTS - UTILITY ID = DPUSSCO....5-32
OPTION 8 – REFORMAT PR TRANSACTION CHECK NUMBERS - UTILITY ID =....5-32
OPTION 9 – UPDATE ITEM QUANTITIES AND COSTS - UTILITY ID =....5-33
OTHER KEYS....4-4
OUTPUT OPTIONS....4-4
OUTPUT OPTIONS (CTRL O)....3-13

P

POP-UP WINDOWS....2-4
PREPRINTED FORMS....3-20
PRINT ADDRESS BOOK LIST & MAILING LABELS....5-4
PRINTERS....7-2
PRODUCTIVITY TOOLS....5-1

Q

QUICK LAUNCH....2-2

R

RAM MEMORY....7-1
REGISTER PRODUCT....1-10
REMOVE OLD APPOINTMENTS (PT0706)....5-12
REPORT PERIODS....3-19
REPORTS AND SEARCH ROUTINES....3-18
RESCHEDULE MODE (PT0704)....5-12
RUN CRYSTAL REPORTS....1-4

S

SEARCH ROUTINES....3-19
SET UP ADDRESSES (PT0600)....5-1
SET UP APPOINTMENTS....5-10
SET UP COUNTRIES....4-23
SET UP CURRENCY FACTORS....4-28
SPECIAL KEYS AND FUNCTIONS....3-1
SPECIAL PRINTING CONSIDERATIONS....4-8
START NEW YEAR'S FILES....1-7
START UP FROM SCRATCH....1-5
STATUS LINES....2-8
SUPPORT SERVICES....7-7
SYSTEM ADMINISTRATOR MENU OPTIONS....1-3
SYSTEM DATE....2-8
SYSTEM PATHS (XX0302)....4-13

T

TITLE BAR 2-7
TO
E-MAIL SETTINGS 4-9
TOOL BARS 2-1
TRANSACTION LOCKOUT DATES 4-19

U

USER COUNTS 2-15
UTILITIES DATA FILE CONVERSIONS (X0410) 5-16

W

WARNING/ERROR MESSAGES 7-2